

Job title: Procurement Officer

Department: Children and Adults

Service: Quality, Procurement and Market Management Section: Early Intervention

Grade: H

Post reference number: EDPROC0FF001

1. Job purpose

Manage the procurement function for the Department to ensure value for money and adherence to the Guiding Principles of the Commissioning Framework. Deliver procurement projects, often worth between £5 to £15 million per annum, in line with the Council's Procurement Plan strategy. Ensure that the supply-base is sustainable and has the capacity to deliver goods, works and services on behalf of the Council.

Influence the early development of service specifications and Sourcing Plans and ensure that providers work effectively across all areas of the organisation, including the commissioner, operational staff, quality monitoring and finance.

Given the often unique nature of each procurement exercise the post holder must develop an approach which is efficient, but which complies with Public Procurement legislation and the Council's Contract Procedure rules. They also set the standard of procurement activity with continually developing good practice.

The post holder will have responsibility for overseeing and quality assuring the work of other team members on a day to day basis in particular the work of the Assistant Procurement Officers/Procurement Support Officers. They will also supervise the initial contract phase prior to supporting the contracts officers in managing the ongoing contract.

2. Principal duties and responsibilities

ENABLING - duties and responsibilities

1. Contribute to the overall procurement strategy for the Department and ensure that it correctly reflects the specific service or category area for which they have expertise and experience. This will have a direct impact on departmental investment in that area, which will impact the ability of the authority to drive value for money, drive innovation and deliver a safe, fair and equitable service to service users.

ANALYSE - duties and responsibilities

2. Use commercial understanding of the service or category area to identify realistic options for how goods, works and services could be procured. This prevents unnecessary investment in ideas that the market is unlikely to be able to deliver, at an early stage.

PLAN - duties and responsibilities

3. Make recommendations to commissioners or/and heads of service to ensure that service specifications and Sourcing Plans contain all the knowledge and experience from the service or category area for which they are responsible, including user requirements and the need for choice. This could include pricing, the basis of competition, cost-structure, capacity, capability, performance, level of innovation and investment, and the safety of service users.

4. Provide in depth analysis of procurement performance, using qualitative and quantitative methods in order to make firm recommendations to senior stakeholders that will influence the future procurement approach.
5. Influence category managers, commissioners, or heads of service, or elected members, to make sure that Sourcing Plans take into account Public Procurement Regulations including the Councils Contract Procedure Rules and European Procurement Legislation. The post holder has the responsibility to ensure relevant procurement legislation is adhered to in order to secure the reputation of NCC.
6. Influence the development of service specifications and Sourcing Plans to ensure that they improve Value for Money (VFM) and are aligned to the Guiding Principles of the Commissioning Framework, escalate if this is not the case.

DO - duties and responsibilities

7. Ensure that the appropriate contractual agreement, or service level agreement, is in place focussed on the required outcomes for individuals and/or the authority
8. Take full responsibility for managing a portfolio of procurement projects, from conception to decommissioning. This includes securing the service (tender, grant, or in-house provision), implementing the service, right through to the delivery of the service to users. Total spend on services could be between £5 and £15million per annum.
9. Take full responsibility for finding solutions that are within the Councils Contract Procedure Rules and European Procurement Legislation, lead negotiations with providers and ensure that appropriate contractual and commercial arrangements are in place.
10. Coach and mentor team members in relation to procurement pertaining to the areas of responsibility managed by the procurement officer. Contribute to appraisals where appropriate.

REVIEW - duties and responsibilities

11. Make procurement recommendations in relation to future contracting arrangements and inform commissioning decisions.

WORKING WITH OTHER ROLES AND PARTNERS - duties and responsibilities

12. Possess strong influencing and negotiation skills in order to drive close working relationships with commissioners and service managers in other City Council departments and partner agencies to ensure that effective and appropriate joint collaboration is pursued.
13. Drive and manage strong partnerships with a diversity of citizens and organisations including the voluntary sector, and regulatory bodies, where appropriate.

TOOLS AND PROCESSES - duties and responsibilities

Use of appropriate IT systems to administer the procurement requirements of the organisation.

OTHER - duties and responsibilities

14. To provide mutual cover with respect to other Procurement Officers in their absence. Provide a significant level of matrix management to small project teams, as requested by the Procurement Team Manager, allocating work within the project, setting direction and quality assuring work on a daily basis.

3. All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4. All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should

it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

5. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

6. Numbers and grades of any staff supervised by the post holder:

Provide coaching and mentoring of matrix team, including day to day oversight and quality assurance of the work of team members in particular Assistant Procurement Officers and Procurement Support Officers.

7. Post holder's immediate supervisor: Lead Procurement Officer

Prepared by/author: Steve Oakley

Date: January 2015

Job title: Head of Quality and Efficiency

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature: **Date:**

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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Knowledge	A specific knowledge of Local Government and EC Procurement legislation.		✓		✓	
	Well developed procurement knowledge with a clear understanding of the local and national provider market.		✓		✓	
	Significant expertise and knowledge of procurement practices, techniques, markets, innovative procurement methods.		✓		✓	
	Thorough understanding of procurement options and outcomes.		✓		✓	
	Qualification of MCIPS or capable of demonstrating an equivalent level of knowledge through experience.		✓		✓	✓
	Qualified in a recognised project management methodology or capable of demonstrating equivalent level of knowledge through experience		✓		✓	
Experience	Substantial experience of working in a senior procurement role.		✓	✓	✓	
	Experience of completing end to end procurement across a number of services.		✓		✓	
	Experience/ knowledge of procurement practice and how to apply it to achieve savings and a strong track record of success in delivering savings and benefits.		✓		✓	
	Experience of challenging established ways of working and managing change		✓		✓	
	Preparing sound management information to define and confirm procurement outcomes.		✓		✓	

	Experience of working with supplier markets better enabling them to tender, developing markets.		✓		✓	
	Proven track record of making important decisions relating to procurement decisions.		✓		✓	
Skills/Ability	Excellent communication, negotiation and influencing skills, with a positive attitude and assertive and confident manner.		✓	✓	✓	
	Effective presentation skills		✓	✓	✓	
	Ability to build and maintain supporting and emphatic relationships securing the support and commitment of others to a course of action by presenting ideas convincingly and persuasively.		✓		✓	
	Flexible approach to adapt to ever changing procurement processes and internal and external threats and opportunities		✓		✓	
Work to promote mutual respect and good relations	An understanding of the City Council's Equality Scheme, a commitment to its implementation and application in employment and service delivery		✓		✓	
Work Related Circumstances	Willingness to comply with the City Council's non-smoking policy.		✓		✓	
	Ability to work outside of office hours.		✓		✓	
	To work within currently Health and Safety Guidelines		✓		✓	

P: Pre-application	A: Application	T: Test	I: Interview	D: Documentary evidence
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