

Role Title	Procurement Officer (sub-FTS)
Job Family	Finance and Governance > Supply Chain
Pay Range / Scale	SO1
Purpose	
<p>To support Council staff in delivering value for money contracts (valued below FTS thresholds only) and compliant end-to-end procurement processes.</p> <p>The postholder will deal with enquiries from internal customers regarding procurement processes/procedures/policy and systems, manage procurement processes for relevant contracts and provide a high standard of customer service.</p>	
Generic Accountabilities	End Results/ Outcomes
Plan/organise work to ensure responsibilities/objectives are delivered against to a satisfactory standard.	<ul style="list-style-type: none"> • Work is completed on time and to the required standard. • Changes to priorities are accommodated. • Customer/stakeholder requirements are met.
Provide advice, guidance and support to colleagues, customers and stakeholders	<ul style="list-style-type: none"> • Activities are undertaken according relevant guidelines/procedures. • Information, advice and support is accurate, timely and constructive. • Identify issues/problems and resolve appropriately and timeously. • Escalate complaints to line manager. • Customer/stakeholder views are used to inform decision making.
Facilitate knowledge transfer to internal and external stakeholders.	<ul style="list-style-type: none"> • Shares knowledge and skills with others.
Challenge customer practice and minimise risk.	<ul style="list-style-type: none"> • Risks to the Council are identified, assessed and minimised. • Issues/problems are managed to a satisfactory conclusion or escalated to line manager if necessary.
Prepare and present results/ responses/ recommendations.	<ul style="list-style-type: none"> • Accurate, complete and relevant information/reports are provided for internal and/or external use. • Issues are clearly summarised, progress and implications are reported.

<p>Gather, collate and analyse data from a range of sources to identify options and enable strategic decisions</p>	<ul style="list-style-type: none"> • Uses data to provide informed advice to customers • Enables strategic procurement decisions to be made • Provides management information on Council spending patterns.
<p>Identify, recommend and support the development and delivery of improvements. Contribute to the development and implementation of policies, procedures and systems.</p>	<ul style="list-style-type: none"> • Improvement opportunities and plans to achieve them are identified and reported. • Practical, effective solutions are developed, recommended, delivered and evaluated. • Changes are effectively communicated to others. • All project documentation and reports are completed correctly.
<p>Develop good working relationships and communicate effectively with internal and external stakeholders.</p>	<ul style="list-style-type: none"> • Relevant work area reputation is maintained or enhanced. • Provides general support to the Procurement team and promotes team working.
<p>Represent specialist area internally and/or externally; model, demonstrate and promote good practice.</p>	<ul style="list-style-type: none"> • Stakeholders are engaged with activity relevant to them. • Positive feedback is received from stakeholders. • Communications are clear, well planned and effective. • Best practice is shared and promoted.
<p>Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.</p>	<ul style="list-style-type: none"> • All policies and procedures are complied with.
<p>Job Specific Accountabilities</p>	<p>End Results/ Outcomes</p>
<p>Advise or lead on low-value, low-complexity procurement exercises (e.g. invitation to quote and further competitions under existing frameworks).</p>	<ul style="list-style-type: none"> • Projects are delivered to agreed specification, timescales and budgets. • Value for money is achieved. • On-going savings are secured. • Projects are run compliantly.

<p>To provide advice/support to Council staff in conducting procurement processes for contracts valued below FTS thresholds for goods, services and works.</p>	<ul style="list-style-type: none"> • Providing telephone, email and face-to-face support on demand. • Council staff competent in conducting procurement processes. • Procurement processes are conducted correctly and compliantly using the Council's e-tendering system. • Where relevant, contract opportunities advertised in Contracts Finder. • Details of contract awards publicised in Contracts Finder. • High quality customer service is delivered. • Value for money achieved in the procurement of all council goods, services and works. • Savings are secured.
<p>Review and advise on procurement documentation (e.g. specifications, instructions to bidders).</p>	<ul style="list-style-type: none"> • Procurement documentation fit for purpose and compliant with all with relevant procedures/legislation/policies. • Contractual terms are clearly specified. • Opportunities for cashable and non-cashable savings are identified. • Ensures value for money achieved in the procurement of all council goods, services and works.
<p>Spend analysis/ "gap" analysis undertaken to improve the efficiency of Council procurement and deliver better value for money contracts.</p>	<ul style="list-style-type: none"> • Reduction in procurements undertaken across the Council for the same/similar goods/services/works. • Reduction in the Council's supply-base and "tail" expenditure. • Better value for money contracts awarded. • Cashable and non-cashable savings delivered and reported to relevant senior staff
<p>Advise on the evaluation of bids and contract award procedures</p>	<ul style="list-style-type: none"> • Procurement documentation is fit for purpose and compliant with all with relevant procedures/legislation/policies. • All contracts based on conditions acceptable to the Council. • Commercial and value for money outcomes are achieved.

<p>To provide advice/support to Council staff in using the Council's e-procurement and e-tendering systems.</p>	<ul style="list-style-type: none"> • Providing telephone, email and face-to-face support on demand. • Council staff competent in use of procurement e-tendering systems. • High quality customer service is delivered. • Effective and efficient procurement activity being carried out. • Value for money achieved in the procurement of all council goods, services and works.
<p>Provide formal training to staff across the Council regarding procurement systems, procurement processes/skills/techniques, and procurement rules/regulations.</p>	<ul style="list-style-type: none"> • Users trained and competent. • Ensuring continued professional service for customers.
<p>Manage risk within area of responsibility. Ensure all stakeholders are aware of and comply with relevant regulations and procedures.</p>	<ul style="list-style-type: none"> • Potential risk is identified and mitigating measures are deployed. • Risks escalated to line manager where necessary. • Risk registers are maintained.
<p>Ensuring the Council's contract register is up-to-date and accurate.</p>	<ul style="list-style-type: none"> • Ensure the Contracts Register is accurate and current. • Promote the Contracts Register as a key tool to inform future planning.
<p>Prepare and present a full range of reports covering area of responsibility.</p>	<ul style="list-style-type: none"> • Reports are prepared to the required standards and timescales. • Evidence based recommendations are made.

<p>Nature of Contacts</p>
<p>Provide information, data, support and guidance to internal customers (up to senior manager level), suppliers and other stakeholders.</p> <p>Liaise, communicate and build relationships with customers/ suppliers/ stakeholders to offer advice and ensure queries or complaints are dealt with swiftly and effectively.</p> <p>Provision and delivery of training on a 121 or classroom basis will be required.</p>

Procedural Context
<p>The role is key to supporting the Procurement function's category management approach to Procurement, in particular by and monitoring and improving compliance with relevant procedures/legislation/policies.</p> <p>In fulfilling this role the postholder will be working as part of the shared procurement function and will be required to work flexibly for the London Boroughs of Waltham Forest and Redbridge (and other partners as necessary).</p>
<p>Reports to: Procurement Strategy and Governance Manager.</p>
Resourcing
<p>Budget responsibilities: None.</p>
<p>Supervisory Responsibilities: No direct reports, but may be required to supervise/mentor junior colleagues.</p>
Competency Level
<p>Senior Officer.</p>
Knowledge, Skills and Experience
<ul style="list-style-type: none"> • Previous experience in a procurement-related role (preferably though not necessarily within the public sector). • Understanding of the importance of effective procurement in an organisation. • Basic understanding and experience of the "Procurement Cycle" (i.e. developing options through to tendering, awarding and managing the contracts). • Practical experience of working with the UK Public Contracts Regulations. • Experience of working with e-procurement and e-tendering systems. • Good communication and influencing skills. • Experience of working within a cross functional team. • Experience of providing support and guidance to customers. • Strong customer service skills. • Good level of numeracy. • Experience of using Salesforce platforms (i.e. Atamis) (desirable). • Ability to manage multiple stakeholder demands and delivering outcomes to deadlines. • Ability to extract and manipulate data. • Ability to prepare and present information to internal and external stakeholders. • Excellent IT skills; proficient in the use of Microsoft Word and Excel and obtaining information from the Internet. • Strong administration and personal organisation skills.

Indicative Qualifications

Minimum Level 3 CIPS.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.