

JOB DESCRIPTION

JOB TITLE:	Procurement Officer	JE NUMBER: A13487
DIRECTORATE:	Finance	BAND: 7 to 8
RESPONSIBLE TO:	Senior Procurement Officer	
RESPONSIBLE FOR:	N/A	
MAIN PURPOSE OF POST:	To deliver corporate procurement operations for services and projects to support the development and delivery of targeted corporate savings and efficiencies across defined categories of expenditure. Ensuring that all procurement activity demonstrates procurement best practice, legislative compliance and supports the delivery of the Council's corporate work plan.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To understand and actively contribute to the delivery of the corporate procurement strategy and ensure all procurement activity undertaken is compliant to national legislations, Council's policies and procedures whilst having regard to Government initiatives pertaining to social values, a green economy and climate emergency targets and measures.
2.	To provide advice, guidance and support to internal stakeholders on best practice procurement principles to ensure contracts are procured and delivered within available resources, within the required timescales and demonstrate value for money.
3.	To manage the tender activities within a designated expenditure category, using the chosen e-procurement system.
4.	Ensure all procurement activity within a designated area of spend, is evidenced from an approved service plan, business case or defined procurement / project strategy.
5.	To participate in contract negotiations with contractors as may be required.
6.	To support the development of departmental reports and briefings relating to procurement and contract management activity within a designated area of spend.
7.	To provide knowledge and innovative solutions to enable the procurement service to deliver change, drive innovation, generate efficiencies and maximise value for money on all procurement activity.
8.	To maintain a thorough and up to date knowledge of procurement legislation, adapting to change as required.
9.	To keep up to date with national procurement frameworks and advise stakeholders on their suitability to deliver best value.

10.	Monitor supplier/contract performance based on agreed KPI's and identify targets for cost saving initiatives to achieve better procurement outcomes; applying an evidenced based approach to support teams, within a designated expense category.
11.	To liaise with the Council's legal team as required on any contractual issues pertaining to procurement activity.
12.	To ensure procurement activity is conducted in a fully auditable and transparent manner, responding, as required, to any compliance issues raised.
13.	Support the Senior Procurement Officers as may be required, to deliver high value / complex procurement programmes, ensuring compliance with CBC's policies and public procurement legislation.
14.	To contribute to and lead on regular market research and engagement activities as may be required to maximise value when undertaking procurement activities
15.	Actively seek out and undertake appropriate Continued Professional Development to improve skills and knowledge within the procurement field, attending applicable training, workshops and events as required or directed by the Head of Procurement.
16.	To feed into and regularly update the corporate procurement workplan and co-ordinate internal progress reports on allocated procurement activity.
17.	Provide guidance and training on procurement compliance, procurement best practice and the use of procurement systems to other council officers and senior leaders.
18.	To actively contribute to and support continuous improvement for the procurement service, delivering and monitoring customer satisfaction.
19.	Champion, support, manage and maintain the procurement toolkit to support consistence in the delivery of procurement and contract activity.
20.	Support the delivery of all relevant council priorities in particular having regard to social value, a green economy and climate emergency targets and measures.
21.	Ensure a co-ordinated approach and respond to enquiries received by the team as appropriate
22.	Assist in the collation of data in response to Freedom of Information requests to the team.
23.	Maintain confidentiality of procurement activity at all times.
24.	As required, undertake general support work, under the direction of the Head of Procurement or the Senior Procurement Officers, in order to secure the wider objectives of the Procurement team.

GENERAL – To be aware of and implement the following:

Equalities – The council’s Equality and Diversity Policy which sets out the council’s commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees’ Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council’s Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council’s performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

SPECIAL FEATURES OF POST:

Political Restriction	YES		NO	x
Vetting Checks e.g. Disclosure and Barring Service (DBS)	YES		NO	x
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES		NO	x
You may be required to carry out those duties at your present workplace or at another council venue.	YES	x	NO	

The starting salary for this post will be at the lower band with annual increments paid as normal. Progression to the higher band is not automatic and will be dependent upon achieving certain milestones.

In order to progress to Band 8 the postholder must have at least 2 years experience of managing high value / high risk procurement activity, preferably within a public sector environment, attained CIPS Level 5 Diploma in Procurement and Supply (or equivalent) or be able to demonstrate ongoing CPD.

It is the council’s intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder’s obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive, and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Procurement Officer	JE NUMBER:	A13487
DIRECTORATE:	Finance	DATE:	January 2024

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Knowledge and understanding of best practice procurement methodology and delivering contracts	Application Form/ test
•	Decision Making – a willingness to take action and make decisions when necessary, within area of responsibility, seeking guidance where required.	Application Form
•	Being resourceful in the face of challenges	AF /I
•	Willing to challenge the views of stakeholders and manage expectations whilst maintaining appropriate relationships through strong inter-personal skills.	AF /I
•	Ability to work on own initiative and as a member of a team	AF /I
•	Strong inter personal, report writing and presentation skills	AF /I
•	Excellent time management skills and the ability to manage conflicting priorities.	AF /I
•	Strong analytical and numerical skills	AF /I
•	Negotiation, conflict management and influencing skills	AF /I
Desirable		
•	Knowledge of generic procurement compliance and regulation for public service operation and worked with Public Contracts Regulation (PCR 2015)	AF /I
EXPERIENCE		
Essential		
•	Providing advice within a Procurement/purchasing/supply chain environment	AF /I
•	Experience of managing a tender process	AF /I

•	Experience of working with/ liaising across a range of partner organisations	AF /I
•	Experience in the use of e-procurement systems	AF /I
Desirable		
•	Experience of calling off Government framework agreements and frameworks of other public purchasing bodies.	AF /I
•	Experience of working with Contracts Finder / Find a Tender	AF /I
•	Experience of providing advice within a Procurement capacity in a Public Sector organisation.	AF /I
QUALIFICATIONS		
Essential		
•	Level 4 Diploma in Procurement and Supply	Q/ C
•	Evidence of Continuing Professional Development	AF/ I
•	Willingness to work towards Level 5 Advanced Diploma in Procurement and Supply or equivalent.	AF / I
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	AF /I
•	To perform the job role in accordance with the specified level of the council's Competency Framework	AF /I
•	Commitment to self-development, service improvement and organisational effectiveness	AF /I
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
Level: 2		

Changing and Improving	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	Interview
Level: 2		
Making Effective Decisions	<p>Effectiveness in this area is about using sound judgement, evidence, and knowledge to arrive at accurate, expert, and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	Interview
Level: 2		
Leading & Communicating	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</p>	Interview
Level: 2		
Collaborating and Partnering	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable</p>	Interview
Level: 2		
Developing self and others	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the</p>	Interview

<p>Level: 2</p>	<p>organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change</p>	
<p>Delivering Value for Money</p>	<p>Delivering value for money involves the efficient, effective, and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	<p>Interview</p>
<p>Level: 2</p>		
<p>Managing a Quality Service</p>	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services</p>	<p>Interview</p>
<p>Level: 2</p>		
<p>Delivering at Pace</p>	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly, and promptly</p>	<p>Interview</p>
<p>Level: 2</p>		

