

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Procurement Officer	<b>JE NUMBER:</b> A13153
<b>DIRECTORATE:</b>	Digital, HR & Customer Services	<b>BAND:</b> 11
<b>RESPONSIBLE TO:</b>	Service Director – Digital, HR & Customer Services	
<b>RESPONSIBLE FOR:</b>	Corporate Procurement	
<b>MAIN PURPOSE OF POST:</b>	<ul style="list-style-type: none"> <li>• To support the Head of Procurement and coordinate the council's procurement activity.</li> <li>• To ensure all corporate procurement activity is compliant with relevant legislation and regulations</li> <li>• Maintain the councils contract register</li> <li>• Achieving value for money in Chesterfield through the delivery of savings and efficiencies (both cashable and non-cashable) through effective coordination of procurement activity across the organisation</li> <li>• Identifying new procurement opportunities</li> <li>• Ensuring that the councils work plan is adequately resourced and managed.</li> <li>• Ensuring that all procurement activity has a procurement plan and delivers best value for the residents of Chesterfield.</li> </ul>	

### **DUTIES AND RESPONSIBILITIES:**

1. To manage the corporate procurement team, delivering service level objectives and supporting corporate outcomes being achieved.
2. Managing individual and team performance, ensuring continuous improvement of the service, delivering and monitoring customer satisfaction.
3. To support the councils apprenticeship scheme and people plan objectives.
4. To ensure contracts are procured and delivered within available resources, and within the timescales.
5. To advise on the most appropriate procurement route for specific contracts and arrange production of appropriate contract documentation providing specialist advice on complex procurement issues.
6. To provide advice on the suitability and best value delivered by national procurement frameworks and consortia.

7. To apply corporate procurement policy, and advise on the associated development of the council's procurement guidance
8. Ensure consistency with local, council, national and european procurement regulations and directives (as relevant), ensuring training and support is delivered or sign posted to other council officers and senior leaders.
9. Manage and maintain the council's procurement templates.
10. Management of the council's e-procurement system to ensure it remains current including supporting and developing other officers in use of the system.
11. Support the delivery of all relevant council priorities in particular having regard to social value, a green economy and climate emergency targets and measures.
12. Develop category management
13. Ensure procedures are in place to undertake evaluation of tenders on the basis of financial and non-financial criteria, advising on the most appropriate contract to be awarded.
14. Work with legal services to develop appropriate contract terms and conditions for contracts .
15. Ensure that work plans are in place and that all contracts are stored and available electronically.
16. Apply the councils approach to contract management.
17. Ensure appropriate reviews are conducted following contract award to inform future procurement, performance management statistics, monitoring compliance, assessing value for money and project outcomes achieved
18. To support negotiations as may be required with contractor's to the council.
19. Maintaining and publish the corporate contract register.
20. Maintain the councils procurement work plan
21. Ensuring that information on procurement is up to date on internal and externally facing web sites.
22. To manage and monitor procurement performance to achieve continuous improvement of the service.
23. To ensure that personal and team objectives are delivered in order to contribute to council priority outcomes being achieved.
24. To maintain a thorough and up-to-date knowledge of procurement legislation and best practice necessary for the performance of the council and legal compliance.
25. To advise members of the public, contractors, developers, statutory bodies, Council, Directorates, Councillors and other interested parties in matters relating to the procurement of works, services and supplies to the Council.
26. To liaise with and support the business community including SME's and 3rd Sector enabling and developing them to have appropriate access to the council's procurement information.
27. Provide reports as may be necessary for procurement performance monitoring

<p><b>GENERAL – To be aware of and implement the following:</b></p>
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<p><b>Equalities</b> – 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.</p>
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**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	no
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	no
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	yes	NO	
<b>Required to work agile.</b>	YES	yes	NO	

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

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<b>DIRECTORATE:</b>	Digital, HR & Customer Services	<b>DATE:</b>	11

<b>KNOWLEDGE / SKILLS / ABILITIES</b>		<b>Assessment Method</b>
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
<b>Essential</b>		
	<ul style="list-style-type: none"> <li>• In depth knowledge of all current procurement compliance for secure public service operation</li> <li>• Able to provide advice and guidance on public procurement legislation</li> <li>• Decision Making – a willingness to take action and make decisions when necessary within area of responsibility.</li> <li>• Being innovative and resourceful in the face of challenges</li> <li>• Willing to challenge and address inappropriate procurement activity.</li> <li>• Excellent inter-personal skills</li> <li>• Excellent communication, presentation and report writing skills</li> <li>• Excellent Project Management skills</li> <li>• Excellent analytical skills</li> <li>• Excellent negotiation and influencing skills</li> <li>• Ability to work as part of a team, manage own time to ensure priorities are delivered</li> <li>• Excellent stakeholder management skills at all levels</li> <li>• People management and development skills focussing on the development and aspirations of team members</li> <li>• Ability to meet challenging deadlines and balance competing priorities successfully</li> <li>• Computer literate (Word, Excel, PowerPoint)</li> <li>• Knowledge of E Procurement and E Purchasing systems</li> <li>• A knowledge of and commitment to Equality &amp; Diversity</li> </ul>	Application Form, Interview
<b>Desirable</b>		
	<ul style="list-style-type: none"> <li>• Understands the importance of delivering customer satisfaction both internal and external</li> </ul>	Interview

	<ul style="list-style-type: none"> <li>Ability to coach and mentor others and a personal willingness to learn</li> </ul>	Interview
<b>EXPERIENCE</b>		
<b>Essential</b>		
	<ul style="list-style-type: none"> <li>Experience/knowledge of managing tender processes within local government or similar organisation environment</li> <li>Experience of providing procurement and contract management advice within the Public Sector</li> <li>Experience of working at a senior level in a procurement role and supervising staff</li> <li>Experience of developing new ideas and innovative commercially advantageous procurement solutions</li> <li>Experience of managing spend analysis and contract register to identify opportunities</li> <li>Experienced in the use of e-procurement, e-purchasing systems and tools</li> <li>Experience of the application of Social Value in procurement</li> <li>Experience and detailed knowledge of operating within National and European Procurement Regulations (as relevant)</li> </ul>	Application Form, Interview
<b>Desirable</b>		
	<ul style="list-style-type: none"> <li>Experience of delivering change</li> </ul>	Interview
	<ul style="list-style-type: none"> <li>Experience of supporting the planning and delivery of projects as part of a corporate team</li> </ul>	Interview
<b>QUALIFICATIONS</b>		
<b>Essential</b>		
	<p>Member of Chartered Institute of Purchasing and Supply (MCIPS) or other appropriate qualification: -</p> <ul style="list-style-type: none"> <li>Management/Business qualification;</li> <li>Relevant Degree or equivalent;</li> <li>Diploma or equivalent in Management</li> </ul>	Application Form
<b>Desirable</b>		
	Evidence of a strong commitment to further accredited professional and managerial development	Interview

<b>OTHER REQUIREMENTS</b>		
<b>Essential</b>		
	<ul style="list-style-type: none"> <li>To display the council's values and behaviours when carrying out the job role</li> </ul>	Application Form, Interview
	<ul style="list-style-type: none"> <li>To perform the job role in accordance with the specified level of the council's Competency Framework</li> </ul>	Application Form, Interview
	<ul style="list-style-type: none"> <li>Commitment to self-development, service improvement and organisational effectiveness</li> </ul>	Application Form, Interview
<b>COMPETENCY REQUIREMENT:</b>		
<b>Seeing the Big Picture</b>	<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
<b>Level:</b>		
<b>Changing and Improving</b>	<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
<b>Level: 2</b>		
<b>Making Effective Decisions</b>	<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</p>	Interview

<b>Level: 2</b>	<p>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>	
<b>Leading &amp; Communicating</b>	<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
<b>Level: 2</b>		
<b>Collaborating and Partnering</b>	<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
<b>Level: 2</b>		
<b>Developing self and others</b>	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p> <p>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>	Interview
<b>Level: 2</b>		
<b>Delivering Value for Money</b>	<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</p>	Interview
<b>Level: 2</b>		

	<p>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.</p> <p>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><b>Managing a Quality Service</b></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.</p> <p>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><b>Level: 2</b></p>		
<p><b>Delivering at Pace</b></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.</p> <p>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><b>Level: 2</b></p>		