

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Procurement Support Officer	<b>JE NUMBER:</b> A13154
<b>DIRECTORATE:</b>	Finance	<b>BAND:</b> Grade 8
<b>RESPONSIBLE TO:</b>	Senior Procurement Officer	
<b>RESPONSIBLE FOR:</b>	Procurement Resources	
<b>MAIN PURPOSE OF POST:</b>	<ul style="list-style-type: none"> <li>• To deliver corporate procurement operations for services and projects.</li> <li>• Supporting the delivery of targeted corporate savings and efficiencies (both cashable and non-cashable).</li> <li>• Ensuring that all contracts awarded are recorded on the Contract Register and that a digital version of the contract is stored electronically.</li> <li>• Supporting coordination and delivery of the councils corporate work plan for identified service teams as required.</li> <li>• Ensuring that all procurement activity follows a compliant procurement process.</li> <li>• Supporting the development and delivery of new procurement opportunities</li> </ul>	

### DUTIES AND RESPONSIBILITIES:

1. To support the delivery of procurement operations for services spending within the councils general fund and HRA operations.
2. To understand the departmental and corporate procurement team key strategic and service level objectives.
3. Supporting continuous improvement of the procurement service, and delivering and monitoring customer satisfaction.
4. To support the councils apprenticeship scheme and people plan objectives
5. To understand the corporate procurement strategy and ensure contracts are procured and delivered within available resources, and within the required timescales.
6. To work with the Senior Procurement Officers, corporate management team and service managers; and advise on the most appropriate procurement options for specific contracts and supporting the development of the appropriate contract documentation.

7. To liaise with the councils legal team to ensure transparency in procurement matters and response to any compliance issues being managed to the completion of contract awards
8. To understand national procurement frameworks and consider their suitability to deliver best value.
9. Undertake training to ensure organisational operational compliance, best practice in procurement activity and continuous professional development.
10. Ensure consistency with local, council, and national procurement regulations and directives (as relevant), ensuring training and support to other council officers and senior leaders.
11. Support service manager development through training or mentoring as may be appropriate to organisational need.
12. Support the management and maintenance of the council's procurement templates and contract register.
13. Use the council's e-procurement system to deliver all procurement activity.
14. Support the delivery of all relevant council priorities in particular having regard to social value, a green economy and climate emergency targets and measures.
15. Maintain confidentiality of all procurement activity.
16. Ensure that the corporate workplan is regularly reviewed and updated in consultation with service managers and project managers.
17. Support the councils approach to contract management.
18. To report on contract award compliance, value for money and project outcomes being achieved.
19. To conduct negotiations with contractors to the council as may be required.
20. Ensure procurement information is available and up to date electronically both internally and externally using the councils website and intranet
21. To maintain a thorough and up-to-date knowledge of procurement legislation and best practice
22. To support the local business community including SME's and 3rd Sector organisations.

<b>GENERAL – To be aware of and implement the following:</b>
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<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.
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<b>Code of Conduct</b> – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.
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<b>Health &amp; safety</b> – 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.
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**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	
Required to work agile.	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

<b>JOB TITLE:</b>	Procurement Support Officer	<b>JE NUMBER:</b>	A13154
<b>DIRECTORATE:</b>	Digital HR and Customer Services	<b>DATE:</b>	February 2021

<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>• Knowledge of generic procurement compliance and regulation for public service operation</li> <li>• Decision Making – a willingness to take action and make decisions when necessary within area of responsibility.</li> <li>• Being resourceful in the face of challenges</li> <li>• Willing to challenge and address inappropriate procurement activity.</li> <li>• Good inter-personal skills</li> <li>• Communication, presentation and report writing skills</li> <li>• Project Management skills</li> <li>• Analytical knowledge</li> <li>• Negotiation and influencing skills</li> <li>• Ability to work as part of a team</li> <li>• Effective time management</li> <li>• Stakeholder management skills</li> <li>• Ability to meet challenging deadlines</li> <li>• Computer literate (Word, Excel, PowerPoint)</li> <li>• Operation of E Procurement systems</li> <li>• A knowledge of and commitment to Equality &amp; Diversity issues</li> <li>• Ability to work at high pace and manage conflicting priorities</li> </ul>	Application Form\ Interview

<b>Desirable</b>		
	<input type="checkbox"/> Understands the importance of delivering customer satisfaction both internal and external	Interview
	<input type="checkbox"/> Ability to coach and mentor others and a personal willingness to learn	Interview

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## EXPERIENCE

### Essential

<input type="checkbox"/>	<p>Experience/knowledge of delivering tender processes within local government or similar organisation environment</p> <p>Experience of developing specifications and evaluation matrix</p> <p>Experience of providing procurement and contract management advice within the public sector</p> <p>Experience of attending project meetings</p> <p>Experience of supporting and developing new ideas and innovative commercially advantageous procurement solutions</p> <p>Experience of analysing spend analysis and contract register to identify opportunities</p> <p>Experienced in the use of e-procurement systems and tools</p> <p>Experience of applying Social Value in procurement</p> <p>Experience and knowledge of operating within National and European Procurement Regulations (as relevant)</p>	<p>Application form\</p> <p>Interview</p>
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### Desirable

	<input type="checkbox"/> Experience of working through and supporting change	Interview
	<input type="checkbox"/> Experience of supporting the planning and delivery of projects	Interview

## QUALIFICATIONS

<b>Essential</b>		
	Member of Chartered Institute of Purchasing and Supply (MCIPS) or other appropriate qualification: -  □ Management/Business qualification;	Application Form
<b>Desirable</b>		
	□ Evidence of a commitment to further accredited professional and managerial development.	Interview
<b>OTHER REQUIREMENTS</b>		
<b>Essential</b>		

	□ To display the council's values and behaviours when carrying out the job role	Application Form, Interview
	□ To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
	□ Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
<b>COMPETENCY REQUIREMENT:</b>		
<b>Seeing the Big Picture</b>		Interview

<b>Level: 1</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>	
<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. 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: 1</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 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</p>	Interview
<b>Level: 1</b>		
	<p>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</p>	Interview

<b>Level: 1</b>	and direction with clarity, integrity, and enthusiasm. 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.	
<b>Collaborating and Partnering</b>	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. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
<b>Level: 1</b>		
<b>Developing self and others</b>	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. 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	Interview
<b>Level: 1</b>		
<b>Delivering Value for Money</b>	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	Interview
<b>Level: 1</b>		
	across boundaries to ensure that the council maximises its strategic outcomes within the resources available	
<b>Managing a Quality Service</b>	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service	Interview



<b>Level: 1</b>	<p>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>	
<b>Delivering at Pace</b>	<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>	<b>Interview</b>
<b>Level: 1</b>		