**Job description**

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| **Job title:** Procurement Officer |

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| **Department: Finance and Resources**  **Service: Commercial, Procurement & Contract Management**  **Grade: H**  **Post reference number: TBC** |
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| **1. Job purpose**  To take a role in driving the work of the procurement function in support of the Category Manager and Lead Procurement Officer. Working with clients and suppliers to deliver a customer-focused procurement service, including provision of expertise and guidance on procurement and related issues in support of the Corporate Commercial/Procurement Strategy.  To lead the procurement of contracts within a sub-category, worth an estimated £5-15m per annum, in line with Departmental service strategies. Minimising the level of risk to NCC of non-compliance in contracts and facilitating efficiency improvements.  To promote the Council’s vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services. |
| **2. Individual Leadership Expectations**  As an Officer of the Council, you will be expected to demonstrate our core behaviours,  linked to the following four themes:  **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.  **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council’s Code of Conduct.  **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.  **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences. |
| **3. Principal 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. 2. Use commercial understanding of the service or category area to identify realistic options for how goods, works and services could be procured and make recommendations in relation to future contracting arrangements. 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. 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. Make sure that Sourcing Plans take into account Public Procurement Regulations including the Councils Contract Procedure Rules and UK Procurement Legislation. 6. Influence the development of service specifications and Sourcing Plans to ensure that they improve Value for Money (VFM) and are aligned to the current Commercial or Procurement Strategy. 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 award. The postholder is responsible for procuring contracts with an estimated overall value up to £15m per annum. 9. 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. 10. Drive and manage strong partnerships with a diversity of citizens and organisations including the voluntary sector, and regulatory bodies, where appropriate. 11. Use of appropriate IT systems to administer the procurement requirements of the organisation. 12. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation’s EDI strategy and objectives. 13. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work. |
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| **4. 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.** |
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| **5. 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 General Data Protection Regulation and Freedom of Information Act.** |
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| **6. 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.** |
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| **7. Numbers and grades of any staff supervised by the post holder:** |
| None |
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| **8. Post holder’s immediate supervisor: Lead Procurement Officer** |
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| **Prepared by/author:** Click once and type name here **Date:** Click once & type date |
| **Job title:** Click once and type job title here |

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| **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:** |

**Person specification**

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| **Job title:** Procurement Officer |

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| **Department: Finance and Resources**  **Service: Commercial, Procurement & Contract Management**  **Grade: H (Subject to JE)**  **Post reference number: TBC** | | | | | | |
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| **Areas of**  **responsibility** | **Requirements** | **Measurement** | | | | |
| **P** | **A** | **T** | **I** | **D** |
| **Individual Leadership** | Takes personal accountability for own development. |  |  |  |  |  |
| Drive and motivation, ability to deliver against challenging objectives. |  |  |  |  |  |
| **Change and Innovation** | Confidence and ability to put forward ideas for change. |  |  |  |  |  |
| Ability to be creative, to be able to identify problems and work to create solutions. |  |  |  |  |  |
| **Collaboration** | Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships. |  |  |  |  |  |
| Evidence of actively working with others to improve collaboration internally and externally. |  |  |  |  |  |
| **Equality, Diversity, and Inclusion** | An understanding of why it’s important to consider equality, diversity, and inclusion in all that we do. |  |  |  |  |  |
| Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham’s people. |  |  |  |  |  |
| **Technical Knowledge and Experience** | A specific knowledge of Local Government and UK Procurement legislation. | **a** |  |  |  |  |
| 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. |  |  |  |  |  |
| 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. |  |  |  |  |  |
| **Qualifications** | 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. |  |  |  |  |  |
| **Skills** | 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  empathetic 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 Related Circumstances** | Willingness to comply with the City Council’s non smoking policy. |  |  |  |  |  |
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| **P**: Pre-application **A**: Application **T**: Test **I**: Interview **D**: Documentary evidence | | | | | | |
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| **Prepared by/author:** Click once and type name here **Date:** Click once & type date | | | | | | |
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