

Department:	ESPO
Job Title:	Procurement Officer (generic)
Grade:	10
Post Number:	
Service/Section:	Procurement & Compliance / Commercial
Base/Location:	ESPO, Barnsdale Way, Grove Park, Enderby, Leicester, LE19 1ES
Responsible To:	Relevant Category Manager
Responsible For:	No direct responsibility for staff
Key Relationships/ Liaison with:	Procurement teams and procurement colleagues, Practice Manager, Commercial Officer, Procurement Technologies Officer, Product Managers, Business Development Managers, Account Managers, Practice Manager, Commercial Officer, finance, sales and marketing colleagues, customers, suppliers, collaborative partners and ESPO Members.

Job Purpose
Responsible for the management of a portfolio of procurement projects in a designated market/category area, managing a range of suppliers and applying a professional procurement approach to the delivery of good public sector procurement solutions for customers, or supporting colleagues on more complex, higher value or risk projects, contributing to the achievement of short/medium term business and financial objectives and outcomes.

Main Duties and Responsibilities	
1.	Responsible for a portfolio of frameworks, products and/or services as part of a Procurement Team, involving multiple projects of a routine nature, or supporting colleagues on more complex, higher profile etc. projects to achieve good procurement solutions in line with the Procurement Team short term work plan and customer outcomes, and aligned to short-to-medium term business growth, financial objectives.
2.	Undertake market engagements relatively independently to establish procurement solutions including national or regional frameworks, undertake further competitions or procurement exercises for client specific projects. Conduct negotiations and post tender clarifications. Draft acceptance letters and contract documentation, debriefing suppliers, with support as necessary. Support senior colleagues where needed in response to any legal challenges.
3.	Prepare project briefs and business cases for and to present to Pre-Procurement Panel, outlining proposed procurement strategy and rationale including evaluation methodology, and ensuring resources requirements, timescales, potential demand (customer usage) and commercial and compliance risk are addressed, and to monitor/update these during the project liaising with the Category Manager and Practice Manager where relevant.
4.	Prepare contract award, extension and variation recommendations for, and present to, Contracts Panel –with support from the Category Manager - outlining

Main Duties and Responsibilities	
	proposed contract awards and rationale including commercial and compliance risk are addressed with any proposed mitigating actions.
5.	Draft and develop tender documentation in consultation with stakeholders including customers and suppliers to ensure requirements are understood accurately represented.
6.	Develop and maintain detailed practical knowledge of the eProcurement system in accordance with set procedures.
7.	Understand and apply the principles of transparency and non-discrimination to all procurement activity, ensuring compliance with internal procedures, ESPO's Contract Procedure Rules and requirements of Public Contract Regulations, recognising the importance of financial thresholds. Provide advice in response to basic enquiries, seeking the support of senior colleagues as appropriate.
8.	Manage workload efficiently and effectively to ensure procurement timetables are met. Monitor progress and project costs in line with forecasts, and in accordance with the team's short term forward plan, reporting exceptions to the Category Manager.
9.	Deal relatively independently with day to day operational issues, particularly acting as a first point of call for junior colleagues, customers and suppliers, judging when to seek advice from more senior colleagues.
10.	Provide flexible capacity within the Procurement team, taking on tasks to ensure short term service objectives are met. Represent the team and its interests within the organisation and with external parties when required.
11.	Develop and maintain good relationships with suppliers, customers and other stakeholders to ensure contracts are managed well, continuing to deliver value for money and fit for purpose outcomes for all parties.
12.	Management of contracts including the collection, analysis, and reporting of key data required in measuring supplier and contract performance against required contractual outcomes e.g. KPIs and service levels, taking appropriate remedial action when performance is unsatisfactory, escalating to senior colleagues as appropriate.
13.	Ensure that rebate and other income is secured in a timely manner, cost recovery is achieved, and where necessary agree with suppliers' ways of promoting contract usage.
14.	Awareness and understanding of the longer term service team plan and contributing to as directed.
15.	Participate in collaborative procurement projects with other public sector organisation and partners with support from senior colleagues as appropriate.
16.	Draft contract User Guides and other content for marketing materials with support from colleagues as appropriate to ensure contracts are accessible, easy to use and promoted effectively, in conjunction with sales and marketing colleagues and, where appropriate, suppliers.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a

Main Duties and Responsibilities

reconsideration of the grading of the job.

ESPO is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Revised by:
Kate Brown

Date:
June 2016

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	Essential	Desirable	How assessed
Qualifications			
Member of the Chartered Institute of Procurement & Supply or commitment to work towards achieving.	✓		App
Degree or equivalent qualification or equivalent demonstrable experience	✓		App
Evidence of commitment to continuing professional development	✓		App
Experience			
Experience of working in a procurement environment in a medium/large and/or complex organisation	✓		App/Int
Range of experience in purchasing and supply procedures and processes, including sourcing, tendering, evaluation techniques etc	✓		App/Int
Proven track record in contributing to, conducting and/or managing procurement processes, playing a key role to ensure the process best meets objectives whilst seeking innovation, making savings and delivering value for money	✓		App/Int
Proven track record of managing a varied workload, completing projects and tasks on time and within set parameters	✓		App/Int
Experience of providing advice and guidance to colleagues, customers and/or suppliers	✓		App/Int
Experience of researching, developing and maintaining knowledge on a specific market(s)/category of spend	✓		App/Int
Experience of gathering data relating to customers, contract usage and/or performance data, to contribute to financial and other business reports	✓		App/Int

	Essential	Desirable	How assessed
Skills			
Ability to communicate with a range of customers, suppliers and colleagues using written and verbal means	✓		App/Int
Takes responsibility for organising own work, in order to achieve objectives in order of priority, ensuring deadlines are met.	✓		App/Int
Considerate of impact of using time effectively in respect of chargeable time to projects		✓	App/Int
Strong analytical and numerical skills ensuring attention to detail, sufficient to make assessments and evaluations of customers' needs and suppliers' offers.	✓		App/Int
Able to negotiate and handle a range of stakeholders, including but not limited to customers, clients, suppliers and collaborative partners to achieve the best procurement outcomes.	✓		App/Int
Competent in the use of Microsoft Outlook, Word, Excel and PowerPoint for preparing a range of documents spreadsheets and reports, and willingness to learn to use any in-house software or systems including the eProcurement portal.	✓		App
Knowledge			
Knowledge of the local government environment and landscape.	✓		App/Int
Basic understanding of financial structures within local government and an awareness of the implications of national government agendas		✓	Int
Knowledge of procurement processes and the Public Contract Regulations, sufficient to undertake procurement processes and provide basic advice to colleagues, customers and suppliers		✓	App/Int
Working knowledge of contract law	✓		App/Int
Understanding of financial reports and forecasts for the purposes of monitoring performance		✓	App/Int
Recognising risks associated with procurement activities and able to work with colleagues to mitigate risks as appropriate to the environment.	✓		App/Int
Knowledge of current procurement best practice		✓	App/Int
Motivation, Attitude and Temperament			
Demonstrates a flexible and willing approach to meet challenging demands	✓		Int

	Essential	Desirable	How assessed
Able to work as part of a team working towards common goals	✓		Int
Communicates and listens, seeking regular formal/informal feedback from others	✓		Int
Ambition and willingness and desire to develop self	✓		Int
Other			
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med/Int
Willingness and ability to work flexibly, including outside of office hours as required	✓		App/Int
Full driving licence or access to transport	✓		App
Willingness and ability to deputise for the category Manager or other colleagues in their absence	✓		App/Int

Key: App = Application form Test = Test Int = Interview	Pre = Presentation Med = Medical questionnaire Doc = Documentary evidence (e.g. certificates)
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Revised by: Kate Brown	Date: June 2016
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I confirm I have read and accepted this job description and person specification.

Employee Name

Signed

Printed

Date

Line Manager Name

Signed

Printed

Date