

JOB DESCRIPTION

POST: PROCUREMENT OFFICER (SENIOR PROCUREMENT OFFICER)	POST NO: PX42 and PX59
DIVISION: CORPORATE FINANCE	
SCALE: Scale H/I (J) (CAREER GRADE)	
ANY SPECIAL CONDITIONS: This post forms part of a shared Procurement Service and it is a requirement that work is undertaken on behalf of Crawley Borough Council, Horsham District Council, Mid Sussex District Council and until March 2027, Mole Valley District Council. Travel between the councils will be required. Scale H - Able to undertake most duties with supervision. Requires additional training and experience. May have started undertaking the CIPS or business management qualification. Normally possesses two years' experience in a procurement related role. Scale I - Able to undertake the full range of duties of the post with minimal supervision. Possesses extensive experience in procurement. Normally possessing a CIPS qualification or near completion of the qualification, or other equivalent business management qualification. Scale J - Able to undertake all of the above plus additional duties as listed in the separate section of the JD. Possess a CIPS qualification or other equivalent business management qualification. Progression from one scale to another is at the discretion of the Procurement Manager having regard to the competence of the postholder and availability of work at the appropriate level. Casual car user allowance payable for this role.	
RESPONSIBLE TO: PROCUREMENT MANAGER (PX40)	
RESPONSIBLE FOR (POSTS): None	
MAIN PURPOSE OF POST: <ul style="list-style-type: none">• To manage a programme of procurement projects across the councils, including Above Threshold and local tenders, quotes and Framework Agreements.• To provide specialist procurement advice and support to council departments in a timely manner.• To be active in achieving efficiency savings by identifying innovative procurement opportunities.• To assist in the delivery of the Procurement Strategy and the associated work programmes	

SPECIFIC DUTIES OF POST:

- Support the Procurement Manager in the implementation and delivery of the councils' work programme and its associated action plans and take responsibility for the implementation of agreed aspects.
- Provide timely specialist, professional procurement advice to Council departments on the requirements of the councils' Procurement Codes and all other procurement related legislative requirements including the Public Procurement Directives and Procurement Act 2023. Build effective relationship across the councils to assist in the delivery of the team's vision and values.
- To deliver a programme of compliant procurement projects (tenders) to agreed timescales; utilising best practice project management, risk management and contract management techniques. This includes market and supplier analysis, pre-tender market engagement and running the full tender process from initiation to contract award. Set clear tasks, objectives and establish appropriate timetable.
- Prepare Above Threshold and local tender documentation, quotes, and mini competition documentation. Work in partnership with service managers to ensure that the councils' requirements are accurately reflected and support the delivery of value for money innovative service solutions. This includes the development of tender documentation e.g. information for tenders, specifications, appropriate contract terms and conditions, and modelled evaluation criteria. It will also involve managing supplier clarifications, tender evaluation, making contract award recommendations and providing procurement technical advice throughout the evaluation and award of contract processes ensuring that legislative requirements are followed at all times.

- To contribute, and where appropriate lead, the development and maintenance of corporate procurement policies, best practice guidance and template documentation, including the development of the councils' e-tendering processes and Procurement Toolkits ensuring that best practice techniques and changes in legislation and policy are incorporated.
- Undertake procurement related research in order to keep up to date with current legislation, innovative initiatives and good practice. Present findings via briefing papers / presentations for various audiences based on this research.
- Effectively contract manage corporate contracts, as required, including monitoring performance, review meetings with suppliers, engaging customers and resolving any problems or issues. Assist Council officers to effectively manage their contracts and assist with disputes as and when required.
- Identify opportunities to make financial and efficiency savings within or amongst the councils through the analysis of spend data and establishment of corporate contracts. Recommend procurement initiatives and give specialist advice to service managers and other clients. Take a leading role in implementing the initiatives through the setting of clear objectives and established performance monitoring criteria.
- Engage with managers to identify, through the monitoring process, opportunities for continuous development and incorporate them into future procurement projects and service delivery enhancements
- Actively promote and encourage procurement best practice across the organisation through the development of positive relationships across the councils.
- Assist in the development and maintenance of the councils communication channels including internet and intranet sites, ensuring that the information contained is up to date and relevant. Seek customer feedback in order that improvements can be made.
- Assist, or where appropriate take the lead in establishing and maintaining the councils' Contract Registers and Transparency reporting requirements.
- Assist or where appropriate take a leading role in the implementation and development of the councils' e-tendering solution across the councils.
- Assist or where appropriate develop and deliver procurement training programmes to officers across the councils.
- To provide clear instruction and guidance to the team's Admin Support Officer ensuring they are clear on the tasks that require support with and being mindful of other deadlines set. Report any performance issues to the Procurement Manager.
- Represent the councils at seminars, forums and county-wide working groups such as the West Sussex Procurement Group, as and when appropriate
- To carry out such duties as the line manager may, from time to time reasonably require.
- To carry out all duties in accordance with relevant legislation, council policies, procedures and standards.
- To actively promote the council's Corporate Equality Statement and demonstrate the standard of conduct which prevents discrimination taking place.
- To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policies and Procedures and all locally agreed safe methods of work.
- To share the council's commitment to safeguarding and promoting the welfare of children, young people and adults at risk as outlined in the CBC Safeguarding Policy.
- To ensure that all duties are carried out in compliance with both environmental legislation and a commitment to the Council's Environment Policy

Additional items for Scale J

- To deputise for the Procurement Manager in their absence, this involves managing the team's work demands, providing advice to senior Council leaders and members and escalating any issues to Joint Procurement Board
- Provide timely specialist, professional procurement advice to senior managers
- Lead teams on procurement activity to ensure fully compliant, value for money contracts are effectively delivered whilst taking responsibility for staff and financial resources associated with the project
- Lead and deliver compliant high value procurement projects (tenders)
- Effectively manage and prioritise multiple work demands and priorities from across the four authorities
- Effectively use technology to develop and analyse financial and performance data. Create complex Excel spreadsheets to assist with financial evaluation of supplier's commercial offer and make recommendations based on findings.
- To contribute, and where appropriate lead, the development and maintenance of corporate procurement policies, best practice guidance and template documentation, including the development of the councils' e-tendering processes and Procurement Toolkits ensuring that best practice techniques and changes in legislation and policy are incorporated.
- Recommend procurement initiatives and give specialist advice to service managers. Take a leading role in implementing the initiatives through the setting of clear objectives and established performance monitoring criteria.
- Engage with managers to identify, through the monitoring process, opportunities for continuous development and incorporate them into future procurement projects and service delivery enhancements
- Develop and deliver procurement training programmes to officers across the Councils.
- Provide advice and share knowledge with team members and assist in their skills and knowledge development.

CANDIDATE SPECIFICATION

(This is for information only and should be retained by the applicant)

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CHARACTERISTIC	SPECIFICATION	
	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Strong written and oral communication as well as interpersonal skills with the ability to present effectively to a variety of audiences • Innovative thinker with the ability to analyse and challenge existing practices and propose alternative courses of action. • Excellent analytical, organisational and research skills. • Ability to manage conflicting priorities and demands in a pressurised work environment across multiple authorities • Problem solving skills • An adaptable and supportive team player with the ability to work with a wide variety of people • Skilled in the use of office suite software applications • Project management and organisation skills to ensure deadline are met. • Highly developed written and oral communication as well as interpersonal skills • Ability to work with complex data precisely • Ability to lead project groups • 	<ul style="list-style-type: none"> • Commercial awareness • Ability to lead a project team to achieve a common goal • Excellent negotiation skills and the ability to maximise supplier performance in cost effective, creative relationships
KNOWLEDGE	<ul style="list-style-type: none"> • An understanding of contract management skills. • Project management skills and practices. • Knowledge of procurement and tender management • An understanding of how to develop effective tender documentation and evaluation criteria • Budgetary and financial management. • Detailed knowledge of procurement and tender management • Knowledge of the Public Sector Procurement Directives and Procurement Act 2023 • Full working knowledge of 	<ul style="list-style-type: none"> • Knowledge of local government activities and procedures. • Knowledge of the Public Sector Procurement Directives

	<p>the principles of contract and performance management (Scale J only)</p> <ul style="list-style-type: none"> • Demonstrable knowledge of producing complex tender documentation and using financial / analytics tools to evaluate tenders (Scale J only) • Knowledge of budgetary and financial management to ensure projects are delivered on budget (Scale J only) 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of running a procurement process from inception through to contract award and implementation • Experience of developing comprehensive fully compliant tender documentation and evaluation criteria 	<ul style="list-style-type: none"> • Experience of partnership or collaborative working in the public and private sectors. • Experience of using and assisting with the implementation of e-procurement and e-tendering solutions
<p>QUALIFICATION AND TRAINING</p> <p>VERIFICATION WILL BE REQUIRED</p>	<ul style="list-style-type: none"> • Demonstratable commitment to Continuous Professional Development. • Educated to A level standard • Full Membership of the Chartered Institute of Purchasing and Supply (or equivalent) or other equivalent business management qualification (Scale J only) • Committed to maintaining professional knowledge and standards (Scale J only) 	<ul style="list-style-type: none"> • CIPS qualification or other equivalent business management qualification or currently studying towards MCIPS. • Experience of networking with other procurement professionals. • Educated to degree standard
QUALITIES	<ul style="list-style-type: none"> • A resilient team member, effective at prioritising work and able to be flexible in managing conflicting work priorities. • Able to work independently and on own initiative. • Committed to contributing to be a hardworking supportive team player. The ability to develop strong positive relationships across the Organisation and make a positive contribution to the team. • Ability to lead, motivate and develop staff (Scale J only) • Evidence of improving procurement practices and achieving measurable service improvements (Scale J only) 	<ul style="list-style-type: none"> • Presentations to staff groups and other audiences. • The ability to deal with conflict and have challenging conversations
SPECIAL CONDITIONS	<ul style="list-style-type: none"> • Occasional evening meetings. • Travel between the four authorities as and when required in order to deliver the requirements of the role • Full and current UK driving licence 	