



Title Procurement Policy and Strategy Officer (Tier 7 Professional/Experienced staff)	Department Chief Executive	Post Ref.
<p>Job Purpose</p> <p>To support the Group Manager in ensuring that procurement plans/policies/projects and strategies are developed, monitored and reported on to underpin the delivery of Procurement objectives and outcomes.</p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none">1. Support the Procurement Group Manager in developing, monitoring and reporting on progress against the Procurement strategy.2. Scan the external environment for relevant best practice and new policy/legislation.3. Support the translation of all relevant NCC, EU and UK Government policies and Directives into actionable ways of working for Procurement4. Working with Category Management to plan and deliver initiatives to address cross-category objectives (such as small to medium enterprises) and third sector involvement5. Preparation of procurement and commercially related guidance notes both for the Procurement Centre and all those involved in procurement outside of that.6. Manage the Procurement planning process and report actuals to the Group Manager.	<p>Key Accountabilities</p> <ol style="list-style-type: none">1. Input to the development of the over-arching procurement strategy2. Identifying new policies and their implications for procurement ways of working3. Co-ordinating input of category strategies to the procurement strategy process	

The post holder will perform any duty or task that is appropriate for the role described	

Person Specification

Education and Knowledge

1. A university degree or equivalent.
2. Knowledge of public sector procurement policies, procedures and systems
3. Knowledge and understanding of local government services and how they operate

Experience

1. A proven track record of delivery and achievement in strategy formulation.
2. Experience of developing guideline documents from policy statements.
3. Experience of working/dealing with internal and external stakeholders.
4. 3 years' experience of working with a range of senior managers and members across a large organisation.
5. Experience of carrying out research tasks with minimal supervision.
6. Experience of development and implementation of strategies in a complex and changing environment.

Personal skills and general competencies

1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
4. Ability to communicate well, both orally and in writing with a range of audiences.
5. Ability to encourage innovation and to be creative and “think outside the box”
6. Well-developed planning skills with the ability and confidence to present complex issues to a senior audience
7. Good networking and relationship building skills.
8. Highly Literate
9. Ability to convert varied and complex issues into a simplified core statement of a problem or opportunity.

<p><i>Role Dimensions</i></p> <ol style="list-style-type: none"> 1. Responsible for implementing policies, procedures and strategies, communicating the information out to procurement staff both in the Procurement Centre and the departmental specific procurement teams. 2. Advising procurement staff across the Authority on the interpretation of policies, procedures and strategies. 3. No Financial Responsibility 4. No Direct reports <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date November 2018