



Job Description			
Title Procurement Officer	Department: Chief Executive	Post ref	
Job purpose Provide a tactical procurement service for all BMS related activity in such a way as to meet targets set out in the annual procurement service plan.			
Key Responsibilities 1. Participate in specified procurement projects as required to meet annual procurement plans 2. Guide and assist corporate and departmental customers on best procurement practice as first line support 3. Monitor and report on procurement performance, making recommendations for action as appropriate 4. Conduct and report on initial validation of supplier appraisals 5. Develop, maintain and operate data analysis systems and processes to ensure high quality data and information 6. Undertake analysis of procurement expenditure to support the development of sourcing strategies 7. Administer BMS related processes as defined and updated by Operational Procurement (e.g. process cockpit queries within the prescribed timeframe) 8. Engage with CIPS or similar professional development, or continued professional development to maintain a knowledge and awareness of current legislation, policy, practice and procedure in the post holder's field of work and to keep others informed as appropriate. Undertake sector specific research as appropriate.		Key Accountabilities 1. BMS work flow meeting service levels 2. Professional first line support to the organisation as a whole on BMS related activity and tactical procurement queries	



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

## ***Person Specification***

### ***Education and Knowledge***

1. ACIPS membership or other relevant professional membership
2. A Level standard or equivalent education, or with at least 2 years post-qualification commercial experience.
3. Knowledge of EU procurement directives and relevant legislation
4. Knowledge of current procurement best practice and issues affecting public sector procurement

### ***Experience***

1. Experience of working with a range of internal and external stakeholders
2. Experience of undertaking procurement activity in at least one category of spend OR experience of providing in-depth data analysis and policy support across a range of categories
3. Experience of using purchase order systems e.g. SAP
4. Experience of using e-procurement systems

### ***Personal Skills and General Competencies***

1. Negotiation skills
2. Ability to analyse and interpret financial, monitoring and other performance information
3. Excellent Communication skills - both written and verbal
4. Ability to work under pressure and meet deadlines
5. Ability to work as part of a team
6. Ability to maintain accurate records including for financial control and audit requirements
7. Ability to organise own workload and set priorities

## ***Role Dimensions***

1. Responsible for buying activity on a sub-category of spend (typically £1m+)
2. Providing procurement advice to requisitioners
3. Compliance with statutory requirements and the County Council's Constitution and Financial Regulations.
4. Ensure effective procurement arrangements are in place and fostering procurement collaboration with other public bodies.
5. Regular contact with mid structure staff in external organisations and suppliers
6. Access to/use of vehicle
7. May require CRB checks due to access to sensitive information

*Organisation structure and role command*

8. No Line management responsibilities.
9. May from time to time participate in project teams.
10. The post holder (highlighted in bold) is identified within the hierarchical structure as indicated on NCC SAP system:
  - a. Group Manager
  - b. Category Manager
  - c. **Procurement Officer**