



# Nottinghamshire County Council

<b>Job Description</b>			
<b>Title</b> Senior Procurement Office	<b>Department:</b> Chief Executive	<b>Post ref</b>	
<b>Job purpose</b>  To lead on the procurement (tendering) of goods/works/or services as allocated to achieve the category and the Councils strategic objectives			
<b>Key Responsibilities</b>  1. Management of the tendering process once specifications have been agreed by commissioners and category managers (for high value procurements). For lower value procurements, the post holder will manage the complete set of procurement activities ensuring that specifications are developed in conjunction with service managers or budget holders. Category Managers will be kept informed of all tenders and their progress. In all cases, to ensure that timescales are met and that tendering procedures and EU guidelines are met.  2. Supports the Category Manager with the organisation, development, programming and monitoring of tasks and plans for future implementation  3. Support and implement the County Council’s Procurement Strategy  4. To support corporate / cross-cutting contracts due for reviews; identifying areas of non-compliance to contracts and agreeing action plans with providers for rectifying issues. Instigate actions under the terms of the contract should providers continue to default on their contractual obligations.  5. Establish benchmarking in comparative costs to inform budget		<b>Key Accountabilities</b>  1. Production of documents for input to tender award decisions 2. Benchmark information for target categories 3. Up to date advice service to clients	



commitments for specific user groups; undertake market analysis for low value categories and sub-categories and put forward recommendations as to how commissioned services can be met within budget.

6. To liaise, communicate, negotiate and consult with senior managers and staff, Health Authorities, the Independent Sector, service providers and others and to contribute to the development of consultative mechanisms and partnership processes.
7. To record and communicate to staff, providers, service users and their advocates contracting and procurement strategies and plans, to ensure that appropriate information systems and procedures relevant to the contracting function are developed and maintained.
8. Supports other initiatives/projects which contribute to the council achieving its procurement objectives, including supporting the development of service standards, strategies, processes and standard documents.
9. Respond and resolve supplier and end user queries in a timely manner
10. Develop, maintain and operate data analysis systems and processes to ensure high quality data and information
11. 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.



12. To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms

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

## ***Person Specification***

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

1. A CIPS membership or other relevant professional membership
2. Recognised graduate degree/NVQ equivalent, 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. Evidence of delivering change.
2. Track record of delivering savings and efficiencies across a diverse range of procurement projects.
3. Experience of working on tactical projects as part of cross functional teams.
4. Professional procurement experience, working in a complex organisation with direct contact with middle managers.
5. Experience of working in a multi-agency and multi-disciplinary

### ***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



environment.

6. Experience of managing supplier performance reviews
7. Experience of progressing project work to a conclusion.
8. Experience of leading and managing complex projects with a record of successful implementation.
9. Experience of using purchase order systems e.g. SAP
10. Experience of using e-procurement systems

## ***Role Dimensions***

1. Compliance with statutory requirements and the County Council's Constitution and Financial Regulations.
2. Ensure effective procurement arrangements are in place and fostering procurement collaboration with other public bodies.
3. Regular contact with mid structure staff in external organisations and suppliers
4. Access to/use of vehicle
5. May require CRB checks due to access to sensitive information
6. No Line management responsibilities, works to the Category Managers.
7. May from time to time actively participates in project teams.
8. 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. **Senior Procurement Officer**