

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Procurement Advisor</b>
<b>GRADE</b>	PO7
<b>REPORTING TO</b>	<b>Lead Procurement Advisor</b>
<b>JD REF</b>	<b>BUS0145P</b>

### PURPOSE

The post holder will support the Council in the management of the commissioning cycle, through the provision of best practice procurement, including e-procurement solutions.

Ensuring that the Service delivers the Council's objectives in a compliant manner and to the highest possible professional standards, complying with all aspects of relevant legislation and public accountability requirements.

They will be accountable for the delivery of specific strategic procurement projects and support the development and delivery of service strategies and objectives.

### MAIN DUTIES AND RESPONSIBILITIES

1. Explore optimum routes to procurement based on market developments and changes to service requirements.
2. Liaise with commissioners in the development of business case and service specification documents.
3. Manage the procurement process, including contract negotiations, and ensure compliance with relevant legislation.
4. Facilitate contract social value opportunities and sustainable outcomes in partnership with commissioners.
5. Ensure that best practice procurement is adopted throughout the Council and that stakeholders understand their role, responsibilities and boundaries of procurement in a public sector organisation.
6. Provide clear, balanced and accurate advice and guidance to commissioners on issues arising within the post holder's areas of responsibility.

7. Ensure anticipated benefits and value are delivered by implementing contract management and strategic supplier relationship processes; leading and supporting programmes for high-value and high-risk contracts.
8. Minimise and mitigate risk for the Council through appropriate application of procurement tools and techniques.
9. Work collaboratively with other Local Authorities, including neighbours and public sector bodies on behalf of the Council to share plans and collaborate on the delivery of additional value and innovation.
10. Conduct procurement activity within the procurement category portfolio in compliance with the council's constitution and all relevant procurement regulations.

## ESSENTIAL CRITERIA

### Qualifications:

1. 5 GCSE's graded at A to C, two of which must be English and Maths (or equivalent qualifications)
2. Chartered Institute of Procurement and Supply (CIPS) Level 5 (or equivalent procurement qualification) or working towards.

### Knowledge & Skills:

1. Knowledge and experience of the full procurement lifecycle.
2. Knowledge of the stages involved in developing and implementing contracting strategies.
3. Knowledge of relevant procurement legislation.
4. Excellent communication and negotiation skills.
5. Good standard of analytical and data management skills

### Experience:

1. Experience of working in a procurement, finance or commissioning environment
2. Experience of electronic systems administration and operation
3. Proven experience of communication with internal and external contacts
4. Understanding of public sector procurement legislation

## DESIRABLE CRITERIA

1. Understanding of Project Management methodology

## ADDITIONAL INFORMATION

The job role may require working outside of normal office hours.

The job role may require travel between different local sites.



DATE OF APPROVAL: 16/01/2024

APPROVED BY: STEVE BOYD, HEAD OF PROCUREMENT & INSURANCE

