

The Leicestershire College Job Description

1. Job Details

Job Title:	Senior Procurement and Compliance Officer
Competency Level:	Business Support 4
Job Number:	TBC
Reporting To:	Procurement Manager
Department:	Procurement
Annual Salary (FTE):	£26,928 - £28,198 per annum
Date:	April 2019

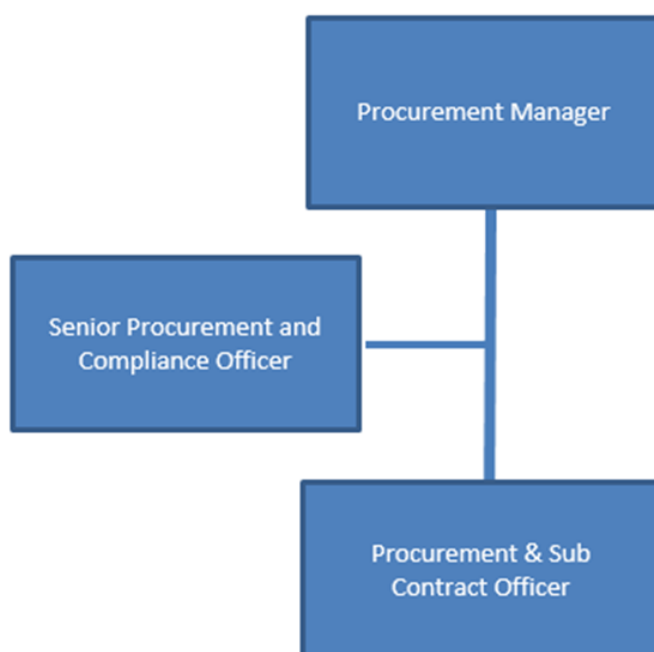
2. Job Purpose

The senior procurement and compliance officer will be responsible for the efficient day-to-day operational management of the procurement function for the college. The post will deliver high quality reporting and compliance, which should assist in the delivery of value for money and efficiency.

3. Dimensions

No staffing or budget responsibilities.

4. Organisation chart



5. Key Responsibilities

- To work independently and under supervision undertaking procurement activities including quotation and/or tender documentation, electronic tendering of high value procurement projects, evaluation, updating databases and maintaining records, analyse information, produce reports as well as building relationships with stakeholders and answering queries.
- Develop a good understanding of applicable legislation, College rules, toolkits, guidance and strategies, ensuring compliance when undertaking procurement activity.
- To support the preparation of quotations and tenders for all Curriculum and Support areas of the College.
- To influence stakeholders on the commercial and financial viability of differing sourcing options for specific projects including in-house, outsourcing, partnerships and collaboration, framework arrangements and standard procurement.
- Work closely with the Procurement and Subcontract Officer providing support and advice when required.
- To monitor costs and to produce reports identifying procurement savings as required, ensuring efficient and effective delivery of the college's procurement systems.
- To monitor areas of non-compliance within the sub contract provision.
- Promote compliance and understanding of all financial procedures through to all Curriculum and Business Support departments.
- To support the preparation and to develop and update procurement procedures as appropriate.
- To work towards a preferred supplier list with the Procurement Manager.
- To promote and advise within the College, procurement knowledge and understanding as required by the Procurement Manager.
- To assist in the implementation of any projects as part of the departments' continuous improvement policy.
- To report issues of non-compliance to the Vice Principal of Finance and Infrastructure when their own intervention has not resulted in the necessary improvements.
- Manage the travel and training booking procedure.
- Support budget holders with delivery of efficiency and savings targets.

Corporate Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote the Leicestershire College as the first choice destination for students, employers and staff alike.
- To contribute to the business planning process, which includes preparing, implementing, monitoring and reviewing designated strategies, policies and budgets.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.
- To contribute to the business planning process.

6. Key Result Areas

Action	Result
Tender, negotiate and monitor the performance of contracts.	To ensure the College is receiving value for money.
Ensure compliance.	Ensuring college is compliant with all financial regulations and funding rules both internal and external
Engage with senior stakeholders.	Early involvement with tendering opportunities thereby ensuring compliance and value for money
To evaluate and report on purchasing, value for money, efficiency, cost savings and compliance.	The College non-pay budget is value for money.

7. Key Working Relationships and Communications

Internal: Working with all Business and Curriculum departments.

External: External suppliers, Consortia, User Groups, Collaborating Authorities.

8. Scope for Impact

Contribute towards College efficiency targets and profitability.

9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	MCIPS (Member of the Chartered Institute of Procurement and Supply) or studying towards	•		Application/ Interview
2.	A relevant management qualification		•	Application/ Certificates
3.	Qualifications in Maths and English Levels 4-9 (GCSE grades A-C)	•		Application/ Certificates
EXPERIENCE				
4.	Substantial experience in procurement and the production of management information	•		Application
5.	Experience of working with Public Procurement Regulations	•		Application/ Interview
6.	Experience in utilities and professional services		•	Interview
7.	Experience working within financial regulation and compliance		•	Interview
SKILLS & KNOWLEDGE				
8.	High level of computer literacy – proficient in the use of Microsoft Office programmes	•		Application/ Interview
9.	Knowledge of Further Education and the associated funding methodologies		•	Interview
10.	Excellent communication skills (written and verbal)	•		Interview
11.	Excellent organisational and time management skills	•		Interview
12.	Ability to work quickly and accurately under pressure and to deadlines	•		Application/ Interview
13.	Ability to work flexibly as part of a team	•		Interview
14.	Excellent interpersonal skills with the ability to work with colleagues at all levels across the organisation	•		Interview
15.	Ability to prioritise workload to manage conflicting demands	•		Application/ Interview
16.	Ability to influence and engage senior stakeholders	•		Application/ Interview
BEHAVIOURS				
17.	Self-motivated and able to use own initiative	•		Interview
18.	Commitment to provide excellent customer service	•		Interview
19.	Professional approach	•		Interview
20.	Promote the College's equal opportunities policy and practices	•		Interview
21.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. The Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. The Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in **April 2019** and may be amended in light of changing circumstances following discussion with the post holder.

10. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	