

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Senior Procurement Officer
<b>GRADE:</b>	Harmonised Salary Scale Point 29-37
<b>RESPONSIBLE TO:</b>	Executive Director of Finance and Corporate Services
<b>WORK ARRANGEMENTS:</b>	37 hours per week/52 weeks per year
<b>DEPARTMENT:</b>	Finance

### **PURPOSE OF THE POST:**

The post holder will:

- Act as a liaison point with any external procurement services.
- Take responsibility for overseeing the College's procurement environment, which currently has non pay spend of £7m per annum.
- Working with department managers to centralise non pay procurement which has previously been managed by departments.
- Providing support, advice and assistance on procurement to all staff at all levels within the College.
- Ensure the College complies with all procurement legislation including EU tender rules and regulations.
- Manage the College's tender process.
- Drive value for money from procurement throughout College.

### **DUTIES & RESPONSIBILITIES:**

1. Support the development and implementation of the Procurement Strategy in College.
2. Assist budget holders and end-users with advice and practical help on any aspect of procurement expenditure.
3. In liaison with budget holders:
  - a. identifying potential suppliers, either directly or through collaboration/consortia
  - b. writing invitations to tender where appropriate or requesting quotations
  - c. obtaining and evaluating offers from potential suppliers
  - d. drawing up short lists, interviewing potential suppliers and visiting them at their sites as appropriate
  - e. choosing preferred bidders, analysing the viability of the accounts of preferred bidders, taking up references
  - f. Choosing appropriate terms and conditions for contracts and writing and amending terms if required
  - g. debriefing unsuccessful bidders
4. Supporting and guiding budget holders with defining, standardising and simplifying specifications and producing evaluation criteria for purchasing projects.

5. Leading on the Management of the College's key expenditure contracts centrally including renewal, negotiations, troubleshooting, expenditure reporting, arranging working groups and supplier appraisals and any associated training.
6. Identification of spend where savings can be achieved, and proactively implementing cost savings within College to achieve a projected annual efficiency saving of a minimum of £50k per annum.
7. Ensuring that procurement activity complies with the EU procurement directives and other legislation including offering opinions on the relevance of the EU directives and other legislation to specific projects.
8. Identifying areas of spend where consortia and framework agreements can be utilised to achieve value for money and assurance of compliance for the College.
9. Working with other Further Education Colleges in collaborative practices, and initiating collaborations where this would be beneficial to the College.
10. Ensuring compliance with the College's Financial Regulations.
11. Leading the contract management process including amendments, negotiation, troubleshooting and other contract related matters.
12. Providing first line legal advice on all aspects of contract law and seeking legal advice where appropriate and interpreting it as required.
13. Developing regular and timely reports on procurement activity across the College, as required.
14. Providing training on purchasing best practice to new starters as required and purchasing training and refreshers as required to teams.
15. Advise on the terms and content of income contracts, identifying risks and ensuring such risks are accommodated in subsequent purchasing contracts to ensure the College's position is protected.
16. To promote a positive image of the College and the work that is carried out across its various services.
17. To comply with all legislative and regulatory requirements.
18. To apply the college's own safeguarding policy and practices and attend training as requested.
19. To show a commitment to diversity, equal opportunities and anti-discriminatory practices. The postholder is expected to comply with and promote the College's equal opportunities policy in all aspects of their duties and responsibilities.
20. To take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
21. To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

## Person Specification

<b>Post:</b>	Senior Procurement Officer	<b>Department:</b>	Finance
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### Key Requirements:

	Essential/ Desirable	Assessed
<b>Qualifications:</b>		
MCIPS or similar qualification	<b>D</b>	<b>A</b>
Honours degree or similar qualification	<b>D</b>	<b>A</b>
<b>Experience (minimum three years):</b>		
Purchasing and supply chain management for similar size organisation	<b>E</b>	<b>A/I</b>
Negotiating and drafting contracts for procurement of goods and services	<b>E</b>	<b>A/I</b>
Supplier management including analysing potential suppliers fitness to supply	<b>E</b>	<b>A/I</b>
Building relationships with management at all levels within the organisation	<b>E</b>	<b>A/I</b>
A track record of achieving real savings	<b>E</b>	<b>A/I</b>
Public sector procurement including dealing with EU procurement directives and framework agreements	<b>D</b>	<b>A/I</b>
<b>Knowledge:</b>		
EU procurement directives	<b>D</b>	<b>A/I</b>
Framework Agreements	<b>D</b>	<b>A/I</b>
English contract law	<b>D</b>	<b>A/I</b>
Copyright	<b>D</b>	<b>A/I</b>
Competition Law	<b>D</b>	<b>A/I</b>
<b>Qualities:</b>		
Excellent communication, interpersonal and influencing skills	<b>E</b>	<b>I</b>
Procurement and procedural skills	<b>E</b>	<b>I</b>
Negotiation skills	<b>E</b>	<b>I</b>
Problem Solving skills	<b>E</b>	<b>I</b>
Ability to work as a team member and on own initiative as required	<b>E</b>	<b>I</b>
People management skills	<b>D</b>	<b>I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>I</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>I</b>

**E = Essential**      **D = Desirable**  
**A = Application**    **I = Interview**      **T = Test**

<b>Produced by:</b>	Ian Richards	<b>Date Produced:</b>	05-03-2021
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