



## Job description

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| <b>Post number:</b>        | 470703                                   |
| <b>Service:</b>            | Financial Services                       |
| <b>Job title:</b>          | Specialist Finance - Procurement Support |
| <b>Pay band:</b>           | 3<br>£27,242 - £30,176                   |
| <b>Responsible to:</b>     | Senior Specialist Procurement            |
| <b>Responsible for:</b>    | n/a                                      |
| <b>Date last reviewed:</b> | January 2022                             |

### **Job purpose**

To provide support and assistance to the Procurement Team in order to facilitate the delivery the Council's Procurement Strategy.

To lead on below threshold Procurement activity, manage the procurement Pipeline, Contracts Register, analyse Procurement spend and highlight potential savings opportunities to the Team. To support the delivery of the Council's Procurement Savings Strategy.

### **Main duties**

1. Provide effective procurement support for the Team and assist in delivering procurement in line with the Corporate Procurement Strategy.
2. Working alongside the Senior Specialist Procurement to develop category plans through the detailed analysis of spend to include supplier volumes, transaction costs, overall spend and proposed sourcing strategy.
3. Lead on below threshold procurement activity and assist Specialists with above threshold procurement where appropriate.
4. Provide support to ensure procurement complies with the Council's Procurement Procedure Rules and the Public Contract Regulations (PCR).
5. Develop templates and evaluation models appropriate to each procurement exercise.
6. Support the Corporate Procurement Board (CPB), arranging meetings, papers and taking minutes
7. Ensure appropriate outcome letters are drafted, legally compliant and sent in a timely manner.
8. Provide advice and guidance as required on use of corporate contracts, Council's procurement code and general approach to procurement.
9. Manage and develop electronic procurement and new supplier requests.
10. Work with Economic Development to engage local small and medium sized enterprises to explain how to do business with the Council.

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| 11. Work with the Web Services Team to provide web pages to support all procurement and contract activity of the Council including keeping internal KBA's updated.   |
| 12. Any other duties required by the Senior Specialist Procurement.  |
| <i>This job description reflects the core activities of the post. As the service and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. We expect that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</i> |
| <i>The line manager will consult the post-holder if significant changes to the job description become necessary. Any changes will be reflected in a revised job description.</i>   |

## Person specification

| This section describes the knowledge, experience and competence required by the post-holder that is necessary for an acceptable standard of performance in carrying out this role.  |                                   |                      |
|---|-----------------------------------|----------------------|
|   | Assessment method (A, I, T or P)* | Essential/ desirable |
| <b>Qualifications</b>   |                                   |                      |
| Degree  | A                                 | E                    |
| CIPS (Maths & English GCSE required to undertake)   | A                                 | D                    |
| <b>Knowledge and experience</b>   |                                   |                      |
| Procurement legislation, understanding of PCR's   | I                                 | E                    |
| Computer systems. Working with tendering and procurement software is desirable although it essential that the post-holder is proficient with software systems that require interrogation, manipulation and data analysis.               | I                                 | E                    |
| Advisory and Networking. The post holder must be confident in providing advice to services across the organisation.   | I                                 | E                    |
| <b>Skills</b>   |                                   |                      |
| Organisation, administrative – Highly proficient and organised with initiative to identify areas of support to the Team   | I                                 | E                    |
| Report writing: prepare Tenders/reports for Corporate Procurement Board   | I/A                               | E                    |
| Analysis: data analysis (for procurement spend) and numerical skills for evaluation calculations.   | I                                 | E                    |
| <b>Behavioural competencies</b>   |                                   | <b>Level</b>         |
| This section details the level of competency required to carry out this role (please see below for an overview of the framework and refer to the full <a href="#">Organisational Culture Framework</a> for clarification where needed). |                                   |                      |
| Embraces change   |                                   | 3                    |
| Innovation and creative thinking  |                                   | 3                    |

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| Effective communication  | 3 |
| Customer focus   | 3 |
| Problem solving and decision making  | 3 |
| Focus on efficiency  | 3 |
| Performance and learning   | 3 |
| Team working   | 3 |
| Builds relationships   | 3 |
| Commitment to the organisation   | 3 |
| <p>Please note that the criteria specified on this form will be used as guidance when short-listing all applications and again at interview. Please ensure you provide evidence within your application giving examples, where appropriate, as to how you meet the specified requirement for the job.</p> <p>*Assessment criteria A = Application form; I = Interview; T = Skills based test; P = Presentation</p> |   |

|                                 |   |   |  |  |  |   |
|---------------------------------|---|---|--|--|--|---|
| <b>Mission</b>                  | <b>A forward looking, efficiently run Council, working in partnership with others and providing first class services that give the community value for money</b>                      |   |  |  |  |   |
| <b>Cluster</b>                  | <b>Transformation</b><br>Forward looking. The focus on our ability to respond to ever changing needs of our customers and bring about new ideas to ensure value for money.            |   | <b>Delivering excellence</b><br>Efficiently run. The focus on the values and behaviours (in addition to internal systems) that ensures efficiency and effectiveness at every level across the Council.                                       |  | <b>Our people</b><br>To ensure that individuals at all levels of the organisation are supported, committed and engaged in the pursuit of our mission and work in a collaborative manner to fulfil our objectives.                  |   |
| <b>Values</b>                   | <b>Challenge ourselves</b><br>We strive to improve what we do by seeking out new ways of working, encouraging innovation and enabling change.   |   | <b>Customer care</b><br>We put the customer at the heart of what we do by engaging in clear, honest, and meaningful communications to deliver professional services shaped around their needs.   | <b>Quality focus</b><br>With customer insight, we provide high-quality services and find ways to improve. We aim to get things right first time, drive out waste and exceed expectations whenever possible.                | <b>Organisational learning</b><br>We strive to create a work environment where everyone is valued, trusted, and supported. We encourage and facilitate growth and learning at individual, team, and organisational levels.         | <b>One Council</b><br>We work together collaboratively, recognising that we are one organisation, working to achieve a common mission.  |
| <b>Behavioural competencies</b> | <b>Embraces change</b><br>Has a positive attitude to change, adapts to meet new challenges, and introduces changes to improve organisational performance.                             | <b>Innovation and creative thinking</b><br>Proactively generate and develops innovative ideas, opportunities or improvements in order to meet organisational objectives more efficiently and effectively. | <b>Customer focus</b><br>Puts the customer first, builds effective relationships and seeks feedback to address their needs.  | <b>Problem solving and decision making</b><br>Understands and analyses issues in order to identify the most appropriate solutions. Makes effective decisions based on thorough analysis and the needs of the organisation. | <b>Performance and learning</b><br>Demonstrate personal commitment to meet agreed performance standards and objectives. Learns from experience and takes responsibility for identifying and addressing personal development needs. | <b>Team working</b><br>Proactively cooperates and interacts with colleagues, internal and external partners across the Council. Encourages others to develop a collaborative approach to share information, knowledge, and ideas. |
|                                 | <b>Effective communication</b><br>Communicates effectively. Uses communication methods and standards, together with well-reasoned arguments to convince and persuade where necessary. |   | <b>Focus on efficiency</b><br>Meets or exceeds the Council's standards by monitoring the quality of own work, team or service delivery. Continually looks for areas of improvement to ensure efficiency, effectiveness, and value for money. |  | <b>Builds relationships</b><br>Presents a professional image; uses interpersonal skills to form positive and productive working relationships within and beyond the organisation.  | <b>Commitment to the organisation</b><br>Consistently supports and demonstrates an understanding of and commitment to the Council's vision and values. Acts with integrity and accountability.                                    |