



ROLE PROFILE FOR PROCUREMENT & CONTRACTS SPECIALIST

Service: Finance

Location: Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD

Reporting To: Procurement & Contracts Manager

Role Purpose

To provide a high standard of procurement advice, knowledge and guidance across the Council which supports the delivery of its corporate objectives and maximises value for money through efficient, sustainable and innovative practices. The role holder will be responsible for the procurement of Goods, Services and Works, including managing the procurement process and the compilation of tender documents such as the Invitation to Tender, specification, assessment criteria and price schedules. Also involved in the role will be spend analysis, category management, developing sourcing strategies, undertaking contract negotiations, supplier performance and supplier relationship management and the implementation and monitoring of contracts.

Main Duties and Accountabilities

Knowledge and Expertise



- To manage and develop procurement strategies across the Council via electronic procurement systems.
- Undertaking category analysis to ensure that the Council achieves best value, follows excellent practice, and complies with both legislation and the Council's internal practices.
- To evaluate existing contracts and ensure that robust contract monitoring processes are in place.
- To develop innovative and sustainable methods of procuring and delivering services across the organisation to maximise the Council's procurement capability.
- To have detailed knowledge of procurement practice including compliance with relevant UK legislation.
- To have experience in negotiating with stakeholders and suppliers.
- To maintain and monitor the Council's Contracts Register to ensure compliance with the Transparency Code 2015.
- To assist with the future development of the procurement policy.
- To implement Central Government procurement policy/guidance.
- To provide training to budget holders to embed good procurement practice across the Council.
- To manage the contract with the supplier of our electronic procurement system.

Creativity and Innovation

- Produce transparent procurement solutions including assisting with the writing of specifications, obtaining quotes, managing tenders and stakeholders as well as designing and implementing assessment processes.
- To achieve long term savings with partners by fully exploiting frameworks and collaborative working.
- To provide innovative pro-active contract management support, ensuring best value for money.



- Maintain electronic contract files and use them as reference for the future.
- To conduct research to source the best products and suppliers in terms of best value, delivery schedules and quality.

Financial Accountability

- Ensure that expenditure is in accordance with the Council's Contract Standing Orders and Financial Regulations.
- To identify, negotiate and implement contract and framework agreements which result in achieving savings and efficiencies.
- Production of management reports and statistics on spending and savings.

Impact upon the Organisation & the Community

- To lead on joint working opportunities on behalf of the Council with other initiatives.
- To work with internal and external stakeholders to ensure Best Value and joined up services in the Council's procurement practices.
- To promote the delivery of social value throughout our supply chain.
- To ensure the security and sustainability of sources of essential products and services

Management & Supervisory Responsibilities

- None

Initiative & Independent Action

- Promote opportunities to deliver procurement process changes and added value by working with key internal and external stakeholders.
- To lead on high level procurement of goods, services and works and the management of the tendering processes and contract execution.



- To be self-motivated and keep up to date with trends and innovations, regulations and new technology that can impact on the business.

General

- To advise and support Members and Officers on best procurement practices, standards and policies and how they link with the Council's 5 Year Strategy and policies.
- Working closely with the Legal team regarding developing standardised contracts.
- Working closely with Finance, developing spend analysis.
- To effectively communicate and negotiate with suppliers and stakeholders.
- Establishing effective working relationships with internal stakeholders, ensuring consistent procurement practices are maintained and improving cost effectiveness.
- Work collaboratively with neighbouring boroughs and districts to share best practice, develop joint purchasing, procurement and shared service solutions.

Continuous Professional Development

- To maintain continuous professional development (CPD) and attend corporate training as required.

Customers and Contacts

Important Internal & External Relationships

- Procurement
- Legal and Finance colleagues
- All staff within the Council
- Members



Important External Relationships

- Suppliers
- Members of the public
- Relevant government departments
- Other local authorities including the Surrey Procurement Group



Procurement & Contracts Specialist - Person Specification

Qualifications and Training

Criteria	Essential or Desirable	Application, Interview or Assessment
MCIPS Procurement qualification or equivalent commercial experience	D	A
Degree level education or equivalent	E	A

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
Proven experience of managing high value contracts together with proven skills in successful risk management	E	A
Experience of analysing technical terms and conditions	E	A
Ability to draft and advise on tender specifications and contract documentation	E	A/I
History of working in Public Sector procurement and developing complex activities, projects and report writing	E	A/I



High level of negotiation skills (required when working with Suppliers and key stakeholders)	E	A
A good understanding of public procurement legislation and regulation and Public Contract Frameworks	E	A
Local government experience	E	A/I

Skills and Relations with People

Criteria	Essential or Desirable	Application, Interview or Assessment
Experience of influencing a diverse range of stakeholders through negotiations, reports, and presentations with a high level of diplomacy	E	A/I
Sound experience of contract and supplier relationship management	E	A/I
Experience in negotiation skills	E	A/I
Wide experience of community groups, diversity, and equality	D	A/I

Creativity and Innovation

Criteria	Essential or Desirable	Application, Interview or Assessment
Proven critical thinking skills to complex issues	E	A/I
Ability to develop innovative solutions	E	A/I



Financial Accountability

Criteria	Essential or Desirable	Application, Interview or Assessment
Excellent knowledge of Public Sector tendering and contract documentation	E	A/I
Good commercial acumen, ability to see and develop best value	E	A/I
Good understanding of financial requirements within procurement	E	A/I

Impact upon the Organisation and the Community

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to demonstrate a clear understanding of the impact of procurement and social value policy on the local community	E	A/I
Ability to collaborate effectively with external partners and other stakeholders	E	A/I

Management and Supervisory Responsibilities

Criteria	Essential or Desirable	Application, Interview or Assessment
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Self-motivated with the ability to lead and manage procurement projects across a range of related professional disciplines	E	A/I
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Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
Self-starter who can develop creative solutions to complex problems	E	A/I
Conduct negotiations as lead negotiator	E	A/I

Additional Requirements

Criteria	Essential or Desirable	Application, Interview or Assessment
To continuously suggest/improve and/or update processes and procedures by digitalisation and streamlining with a view to maximising effectiveness, efficiency and to enable data sharing.	E	A/I
To collaborate with colleagues in accordance with Council corporate values and policies to achieve the Council aims and objectives.	E	A/I
Ability to participate in the Council's out of hours Civil Emergency arrangements.	D	A/I
No contra-indications in personal background or criminal record indicating unsuitability in this role	E	A/I
Legally entitled to work in the UK.	E	A/I



For business continuity purposes, you are required to have access to internet broadband, a computer and suitable workspace at home to enable you to undertake work remotely	E	A/I
Performs any other duties commensurate with the grade of this post as is required of the Council from time to time	E	A/I

DBS Requirements

- No Check Required

