

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Procurement Officer	JEID	R0192
Salary Grade:	Scale K		
Team:	Procurement		
Service Area:	CSU		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Procurement Delivery Lead		
Responsible for:	-		

#### Role Purpose

To assist in the development and delivery of best practice procurement across the Council. Supporting the realisation of efficiency savings and ensuring compliance with all local, national and European regulation relating to procurement.

#### Role Responsibilities

- To work closely with other members of the Procurement team providing professional support on all aspects of the procurement cycle.
- Be the procurement service lead on lower value/risk procurements, working with service managers as appropriate to investigate sources of supply, determine the most appropriate procurement strategy, prepare quotation/tender documentation and conducting formal quotation/tender exercises as required.
- Undertake research, evaluate information and present findings to support the development of appropriate procurement strategies that optimise value for money, mitigate risk and ensure sustainable service delivery.
- Support the development of system and process improvement initiatives and specifically be responsible for the on-going development and countywide roll out of the Council's established systems including the training of staff in their use.

- Ensure that all procurement practices employed are undertaken in a professional manner and are fully compliant with European Directives, the Public Contract Regulations 2015 and any other applicable national and local legislation, policy and regulation.
- Develop and maintain strong and effective professional relationships with service based staff (customers), suppliers and partners and effectively contribute to the development of procurement across the council.
- Ensuring that the Contracts Register is complete and up to date.

As one of several Procurement Officers within the Council, the post is interchangeable and therefore post holders may be required to assume responsibility for various areas of expenditure as required.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

At least 2 years procurement experience in a multi-functional organisation, leading and managing procurement related projects.	AIP
Experienced in undertaking all aspects of the Procurement cycle and able to demonstrate the value added by effective Procurement	AIP
Experienced in the application of procurement and contract law.	AIP
Experience of collaborative working and in particular with external partners /organisations	AIP
Experienced in managing complex projects on time and to budget	AIP
Experienced in the evaluation of information and using that information to make reasoned recommendations	AIP
IT literate	AIP
Excellent communication skills and able to demonstrate this at all levels and in a wide variety of formats	AIP
Able to influence others, both internal and external to the organisation and effectively manage client relationships	AIP
Ability to work with the minimum of supervision to the required quality and to deadlines.	AIP
An ability to develop options, be innovative and creative in problem solving	AIP
Ability to work effectively with others as part of a team.	AIP
Committed to providing the highest levels of customer service and professionalism	AIP
Demonstrates a solutions based "can do" approach and gets things right first time	AIP
The ability to travel to locations throughout Warwickshire at short notice.	AI

Occasionally required to work outside normal working hours to meet the needs of the service	AI
Literate & Numerate educated to a minimum A level or equivalent standard	AC
Graduate Membership of the Chartered Institute of Purchasing and Supply (or studying towards – Minimum acceptable level on entry is L4) or Procurement experience (2 years+) in a role similar to the role of Procurement Officer.	AC

### Desirable Criteria

Assessed By:

Up to date knowledge of and experience in the application of the legislative framework specifically relating to public sector procurement.	AIP
Experienced in the use of eCommerce solutions	AIP
Experience of supplier and / or contract management	AIP
Knowledge of the change agenda facing Local Government.	AIP
Experience of working as part of a multi-functional team	AIP

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)

<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	