

Role Profile

Part A - Grade & Structure Information

Job Family Code	8BF	Role Title	Procurement Specialist
Grade	PS8/SS9/SO1-2	Reports to (role title)	Strategic Procurement Manager
		Directorate	Orbis
JE Band	269-313	Service	Procurement
		Team	Strategic Procurement
		Date Role Profile was created	May-18

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To lead or provide support for the delivery of procurement projects, in line with the strategic procurement plan and in compliance with policy and regulations. It will include delivering straightforward tenders end-to-end, taking responsibility for key elements such as planning and market engagement, developing specifications with clients, and preparing, advertising, evaluating tenders for contract award and liaising with the relevant stakeholders to put in place the agreed specification for the service, as well as providing support for more complex tenders as part of a team. This may include supporting procurement projects to put in place contracts which may cover more than one partner authority.</p> <p>To provide feedback and project lessons learned to managers to support the development of the strategic procurement plan.</p> <p>To collaborate in matrix teams with colleagues in the Category and Commercial and Contract and Supply teams to deliver an end-to-end Procurement service for our stakeholders.</p> <p>To be responsible for driving greater value for money from more effective and innovative procurement, advising stakeholders on the most appropriate route to market to deliver a visible impact on service design and strong commercial outcomes.</p> <p>To deliver social value from procurement projects where appropriate, in line with agreed policy.</p>
Work Context	<p>This role works in the Procurement Service within Orbis, whose partner councils spend a total of £1.3bn a year on goods, works and services. The department provides high quality professional procurement, commercial, contracting and purchasing services to colleagues and customers both within, and beyond, the partner authorities.</p> <p>The strategic procurement plans are developed for three major spend areas (or categories) – Health and Social Care, Assets and Infrastructure and Corporate and Business – and each covers approximately one third of the above external spend across the partnership.</p> <p>Operating within a shared function, post holders will need to bring expertise and innovation to their role, and will work on local, regional and collaborative projects, often as part of cross functional teams.</p> <p>The Procurement Service has offices in the main locations of our partner authorities, and some flexibility and travel will be expected. Staff will be supported to operate in a flexible way to meet the needs of customers and work demands.</p>
Line management responsibility if applicable	N/A

Budget responsibility if applicable	Indirect influence on external spend related to projects.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Prepare and analyse management information, including financial reports / project plans, recommending actions as appropriate. • Maintain, develop and review business support systems, processes and procedures to secure a quality, cost effective service and continuous improvement. <p>Customer Service & Support</p> <ul style="list-style-type: none"> • Deliver a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity. • Maintains knowledge of the organisation’s current systems, policies and procedures. • Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Monitor service objectives and standards within own area of work to ensure effective service delivery. • Plan and prioritise own work activities for the months ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Assist budget/resource management in accordance with the council policies and procedures. • Maintains, develops and reviews financial support systems, processes and procedures. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. • Undertake and coordinate projects and reviews in a defined area of activity to support and enhance service delivery. <p>People Management</p> <p>Either:</p> <ul style="list-style-type: none"> • Manage staff, allocating and prioritising their work and manage performance to secure efficient service delivery. • Oversee the work of others as the most experienced team member. <p>And/Or:</p> <ul style="list-style-type: none"> • Operate as an individual maintaining and improving operational efficiency and quality of service of own area. • May be recognised as the main point of contact for a particular specialised process, system or procedure or for a senior member of the council staff. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none">• Educated to ‘A’ level standard, or able to evidence ability at an equivalent level.• Professional business qualification to NVQ Level 3, or able to evidence knowledge and understanding of appropriate business disciplines; Willingness to study for a relevant professional qualification if appropriate.• For some roles a relevant degree may be required.• Excellent IT skills.• Excellent written and oral communication skills with the ability to build sound relationships with customers, adapting styles to different situations.• High level administrative/organisational and analytical skills.• Ability to manage a range of projects through to completion.• Effective interpersonal, influencing and negotiation skills.• Practical experience and understanding of business supporting service teams and/or providing support to the public (where appropriate).• Experience of leading a team (where appropriate).
Details of the specific qualifications and/or experience if required for the role in line with the above description	CIPS Level 4 or equivalent experience required, with a willingness to work towards MCIPS Experience of leading multiple tendering exercises and writing and advising on procurement policy and procedure Experience of spend analysis in a strategic procurement setting Understanding of the political context in which the service operates
Role Summary	Roles at this level may manage a straightforward operational activity or small team, provide specialist support services or they may be in the second year of a professional career development role. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more disciplines, for example finance, HR, facilities, procurement. They are often process ‘experts’ seeking to deliver maximum efficiency within a defined process. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is in place. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.

