

PROCUREMENT OFFICER

Person specification

We are looking for an individual with an understanding of procurement practices and the Public Contracts Regulations 2015. The individual will be expected to be able to run sub-FTS procurement processes independently. The individual needs to:

- work on their own initiative to identify areas where improvements (value, compliance, etc.) can be achieved.
- drive improvements and establish best practice in procurement across various categories.
- be a confident communicator able to challenge existing practices and able to influence teams in a positive and productive way.

The individual must be competent commercially through tender writing, reviewing and delivering required reports. The individual must be comfortable hosting and presenting at meetings.

What are we looking for?		How will we check if you have it?
Experience	• At least 5 years' experience gained in an environment governed by the Public Contracts Regulations 2015 • Substantial experience with managing the end-to-end procurement processes • Substantial experience running procurements for works, services and supplies across categories • Substantial experience with supporting stakeholders prepare tender packs including specifications, technical and commercial questionnaires, evaluation criteria and scoring methodology etc. • Substantial experience with evaluating tender responses in particular commercial questionnaires and chairing moderation sessions • Demonstrable experience with running mini-competitions and direct awards through framework agreements • Demonstrable experience with running tenders under existing UK public procurement regulations and framework agreements • Experience of scrutinising single source justification/waivers • Experience with running FTS-compliant procurement processes • Experience with formalising existing contractual relationships • Experience with formalising contractual variations, extensions and terminations • Experience with the procurement of HR, Property Services, Building Services and FM categories of spend	Application form, interview
Specialist Knowledge/Qualifications	• Working knowledge of Public Contracts Regulations 2015 • Familiarity with Public Procurement Policy notes, Guidance issued by Crown Commercial Services and post-Brexit Public Procurement Transformation • MCIPS qualified or willing to work towards MCIPS qualification • Awareness of various purchasing consortia and category relevant frameworks suitable for the housing sector	Application form, interview

What are we looking for?		How will we check if you have it?
Communication Skills	• Confident communicator able to communicate with stakeholders at all levels of organisation; able to adapt style to meet needs of different audiences • Communicates with impact and credibility • Communicates concisely and with clarity; is able to 'translate' profession-specific language into language which is easy to understand for stakeholders • Checks that the message has been heard and understood • Able to analyse information from different sources and present core ideas in a structured and concise way • Able to write and present reports • Able to draft various procurement notices compliantly • Able to deliver procurement-related training to internal stakeholders in a way which promotes the value of procurement • Able to communicate professionally with suppliers and other external stakeholders, exercising diplomacy and care when dealing with sensitive information	Application form, interview
Collaborative working and Customer focus	• Works effectively and collaboratively with stakeholders across the organisation, • Understands team dynamics and acts accordingly • Able to lead a small group of stakeholders on a procurement project • Promotes equality and diversity • Encourages feedback to improve personal performance • Proactively builds positive relationships with various stakeholder groups • Understands that procurement is a support function to the business and in line with this devises strategies which support customer needs, align with their priorities and shapes his/her work around these	Application form, interview

What are we looking for?		How will we check if you have it?
Analytical skills	• Able to analyse information from various sources and identify initiatives for improvements • Uses knowledge from profession and sector best practice to devise strategies to drive continuous improvement • Recognises and learns from their own and others' mistakes to prevent future occurrences • Translates strategic goals into practical and achievable actions • Considers various options before suggesting a specific course of action	Application form, interview
Delivery focus	• Generates own initiatives to improve processes • Works independently but asks for support and guidance where needed • Takes accountability for assigned projects • Plans workload effectively and prioritises in way that enables agreed deadlines to be met • Foresees potential problems/conflicts and takes action to address them • Seeks to implement processes and is not easily put off by obstacles • Raises any relevant issues with the line manager in a timely manner so that solutions to potential problems can be found early	Application form, interview