

JOB DESCRIPTION

JOB TITLE:	Procurement Officer
MANAGED BY:	Procurement Manager
GRADE:	8

THE ROLE

The West of England Mayoral Combined Authority is seeking to appoint a Procurement Officer to join the Commercial team.

The ideal candidate will have 2 years' experience in a Procurement role across a wide range of category areas. The individual may be looking to progress from a Procurement Support role and develop their career, they may be already studying CIPS. The role reports directly to the Procurement Manager, the post sits within the Corporate Services Directorate. You will be required to will interact with all directorates in the authority and contribute to building key relationships with our Local Councils, Private sector supply chain and industry bodies across the South West in order to deliver commercial value.

This role will support the Procurement Manager in delivery of a wide range of requirements, manage a portfolio of RFQ's / RFP's, provide input to policies and procedures, develop the profile of Procurement in the authority and engage with key stakeholders in our Local Councils.

You will identify routes to market, conduct framework appraisals to establish the most appropriate route to market, review service agreements / call off documents and raise these with the Procurement Manager.

KEY RESPONSIBILITIES

- Support the Procurement Business Partner to deliver a quality service to the authority
- Manage a portfolio of requirements from concept to delivery with internal stakeholders
- Publish and manage the RFQ Process through our electronic tendering system
- Maintain the Procurement Work Plan and Contracts Register
- Support in the development and delivery of

Procurement presentations and training to the authority

- Facilitate compliance with our contract standing orders and Procurement best practice aligned to the Public Contracting Regulations;
- Occasionally represent the authority in procurement workshops across the region
- Work with stakeholders to identify their requirements, timelines, routes to market and evaluation criteria;
- Act as first point of contact for queries / managing the Procurement Inbox
- Work with Stakeholders to define requirements and put together a Procurement Plan compliant to our Contract Standing Orders;
- Research markets and suppliers and other authority / established government frameworks;
- Undertaken the Procurement cycle from concept to tender to post procurement approvals;
- Tactical / operational Contract Management responsibility.
- Any other duties required for the role

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Good standard of general education
- Exposure of delivering indirect procurement requirements
- At least 2 years of working in a Procurement role
- Managing RFP / RFQ process from start to finish
- Excellent IT skills, including Microsoft packages such as Outlook, Word, Excel, PowerPoint and database entry and reporting

Experience

- Experience of working as a Procurement Officer
- Proven track record of developing relationships with a diverse range of Stakeholders
- Exposure to Professional Services / Consultancy category
- Understanding of Government Frameworks (Crown Commercial Services, Bloom, ESPO)

Skills and Competencies

- Flexibility in prioritising and managing workload
- Ability to work as part of a small team and autonomously
- Able to articulate stakeholder requirements in a procurement context;
- Excellent report writing and presentational skills
- Excellent relationship management (internal and external stakeholders)
- Excellent communication with all levels of stakeholders

- Understanding of negotiating techniques
- Ability to make decisions and develop courses of action to deliver procurements within agreed timescales.
- Ability to consistently work towards deadlines and manage stakeholder expectations
- Ability to take informed pragmatic decisions with a can-do attitude
- Excellent numerical skills
- Analytical ability
- Attention to detail

DESIRABLE

- An understanding of the Local Authority Political Landscape
- An understanding of the Public Contracting Regulations 2015 (OJEU)
- Understanding of IT Licencing agreements and Contract Change Note procedures
- Working towards CIPS qualification