

Kirklees Council

DIRECTORATE: Corporate Services

SERVICE AREA: Governance and Commissioning

SECTION: Commissioning Support and Procurement

JOB TITLE: Senior Procurement Officer

GRADE: 10

ABOUT THE JOB

The Procurement team is responsible for the strategic direction and delivery of procurement throughout the Council. As a Senior Procurement Officer you will be responsible for assisting with the delivery of a professional procurement service in line with best practice guidance.

You will be expected to:-

- Provide comprehensive and professional procurement advice and guidance in line with Council and EU procurement rules and with other relevant legislation to a range of services throughout the Council and associated bodies.
- Advise on appropriate procurement approaches and conduct all elements of tender preparation, analysis and evaluation and supplier and contract management.
- Promote the principles and benefits of good procurement practice throughout the Council.
- Advocate for and incorporate the principles of sustainable procurement into procurement and supplier management processes.
- Lead and manage procurement projects, the allocation of which will depend on their complexity.
- Support the Senior Procurement Specialists on complex procurement projects.
- Contribute to the delivery of corporate policy, strategy and other guidance on related procurement projects.
- Support the delivery of procurement training to a wide selection of Council officers.
- Assist with collection, analysis and reporting of contracting opportunities and updating contract information.

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Kirklees Council

- Analyse and interpret a range of financial and other data and identify any efficiency or procurement opportunities.
- Assist with keeping the corporate Contracts Register up to date.
- Support the Strategic Category Managers in facilitating the delivery of savings by ensuring all procurement activities deliver value for money.
- Utilise and promote the use of the Council's e-procurement systems.
- Promote the work of the Procurement team throughout the Council and with other organisations.
- Represent the team as required at regional, national and local events.

The Senior Procurement Officer will play an important role within the Corporate Procurement team supporting the work of the Strategic Category Managers and Senior Procurement Specialists, and helping to deliver the corporate procurement strategy by providing professional advice and guidance. You will also be expected to work closely with colleagues from HD-One to deliver an effective and professional combined support service to promote good practice and legal compliance in all aspects of Council's purchasing activities.

You will help to develop relationships with colleagues in service areas throughout the Council to provide good practice procurement advice and guidance.

The job will present challenges to which the job holder will be expected to deal with effectively, accurately and promptly.

Whilst you will be expected to manage your own work programme and work on your own initiative, you will receive regular support of your line manager and other members of the procurement team.

MISCELLANEOUS

You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please click [here](#) to read our safeguarding policy.

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KEY RESULT AREAS/OUTCOMES

1. Provide professional procurement advice and guidance to a range of services throughout the Council, improving procurement standards and knowledge.
2. Manage compliant procurement projects in accordance with Council and statutory procurement regulations.
3. Assist the Senior Procurement Specialists by searching, analysing and presenting information on spend and contracts.
4. Assist the Senior Procurement Specialists with contractual issues.
5. Promotion of opportunities for local and '3rd sector' suppliers, and achievement of the Council's Social Value objectives through its procurement.
6. Safeguarding: The job holder will act in a safeguarding capacity – ensuring adherence to EU and English Contract Law by following/advising on correct procedures, minimising risk of challenge and also resolving potential breaches to the procurement rules and regulations.

RESPONSIBLE TO: **Strategic Category Managers**

RESPONSIBLE FOR: **N/A**

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PERSON CHECKLIST

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

This role is at level 2. To find out more about Council Behaviours and Expectations please click [here](#). These will be tested throughout the selection process.

For Recruitment Purposes: In order to be considered for this role you will need to demonstrate the following skills, abilities and experience on your application form:

Knowledge and experience of public sector procurement processes.
Good IT skills and experience or awareness of using electronic purchasing systems e.g. YORtender, SAP or alternative systems.
Team player style of approach, ready to take on any challenge.
Experience of managing relationships and effective communication at all levels.
Ability to search, analyse and present information in different formats and to different audiences.
Good organisational skills and the ability to manage conflicting priorities.
Has achieved or demonstrates willingness to work towards achieving the Level 4 CIPS (Chartered Institute of Purchasing and Supply).

JD Reference No	
JD Amended/Prepared By	RO
JD Amended On	01/04/19
Refers to Estab(s)	

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