

Senior Procurement Specialist – Grade 13

Job purpose

The Corporate Procurement team is a small team responsible for the strategic direction and delivery of procurement throughout the Council. As a Senior Procurement Specialist, you will be responsible for delivering value for money through the effective and timely procurement of goods, services and works through 3rd party providers.

You will play an important role within the Corporate Procurement team, supporting and delivering the Corporate Procurement Strategy by providing professional advice and guidance. You will also be expected to work closely with colleagues from the team's e-procurement group 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 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 you 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.

This role is based within [Corporate Strategy, Commissioning & Public Health](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

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.
- Work across a large spread of category areas developing internal relationships with key stakeholders to help drive the procurement strategy, organisational development and change forward and be a role model for such change.
- Create and maintain an organisational 'can do' culture which is rooted in the values of the Council and provides a supportive framework which individuals and teams can develop and strengthen their performance to deliver quality outcomes.
- Ensure that you deliver high quality, efficient and effective services which meet the needs and secure improvements for our customers.
- Engage and communicate with customers and other stakeholders and involve them in all aspects of the service to improve quality and effectiveness.
- Ensure that all the outcomes you deliver positively contribute to the Council's achievement and deliver the service core values and strategies.

- 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 cross functional teams on major/complex projects.
- Maintain an awareness of legislative changes and liaise with other officers of the Council.
- Build an effective procurement infrastructure that ensures consistency of approach and delivers sustainable benefits through systems, processes, people and training.
- Support Procurement Strategy and Advice Managers on more complex procurement projects.
- Deliver corporate policy, strategy, and other guidance on related procurement projects.
- Be responsible for the day to day management and monitoring of corporate contracts for which the Corporate Procurement team is responsible.
- Promotion of opportunities for local suppliers and '3rd sector' and achievement of the Councils Social Value objectives through its procurement.
- Support the delivery of procurement training courses to a wide selection of Council officers, and actively participate in the procurement officer's forum.
- Assist with collection, analysis, and reporting of contracting opportunities and updating contract information.
- Analyse and interpret a range of financial and other data and identify any efficiency or procurement opportunities.
- Manage an accurate contracts database.
- To support the Procurement Strategy and Advice Manager in facilitating the delivery of savings by employing strategic procurement and category management techniques to manage demand, supplier relationship and contracts.
- Assist with the delivery of the Council's procurement innovation and efficiency agenda.
- Utilise and promote the use of the Council's e-procurement systems.
- Promote the work of the Corporate Procurement team throughout the Council and with other organisations.
- Represent the team as required at regional, national, and local events.
- Manage the workload of the Senior Purchasing Officers.
- Advice and influence on matters of procurement legislation and policy.
- Through the above ensure compliance with EU Directives, CPR's, and other relevant legislation.
- Performance, benchmarking, and provision of management information.
- Monitoring of expenditure and ensuring compliance to contracts.
- Promote the widespread use of electronic procurement and technology to provide better service delivery.
- Research on suppliers, products, and services.
- Have market knowledge of alternative routes to market.
- Supplier and contract management, monitoring, reviewing and negotiations.
- Consistency of approach to tender, specifications, and contract documentation.

- Monitoring of market information, and continuous improvement through the establishment of appropriate benchmarking and performance data relating to areas of work.
- Support national, regional, and sub-regional collaborative working.
- Support the achievement of efficiency savings.
- Guidance and professional advice to customers and other stakeholders.
- Provision of timely and accurate information to PRP Managers to support them to deliver services in a timely and efficient manner.
- Provision of key contact responsibility for procurement activity for services.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Knowledge and experience of undertaking complex procurements in public or private sector.	Essential
Understanding of the legal framework governing public sector procurement practice.	Essential
Knowledge and experience of developing and maintaining sustainable procurement frameworks and partnership agreements.	Essential
Ability to analyse and produce information on spend and contracts use to inform decisions.	Essential
An awareness of the principles of social, economic and environmental procurement.	Essential
Experience of managing relationships and communication on all levels.	Essential
Holds Level 4 CIPS (Chartered Institute of Purchasing and Supply) or higher, or equivalent, or demonstrates willingness to work towards this qualification.	Essential
Knowledge and understanding of Project Management Principles.	Essential
Team player style of approach, ready to take on any challenge.	Essential

Behaviours and expectations

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

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Financial Services	Grading ID	63200
Job ID	80101104	Last Updated	January 2022
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		