

Senior Procurement Officer – Grade 10

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 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 Procurement Strategy and Advice Managers on more complex procurement projects.
- Contribute to the delivery of 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.
- 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.
- Support 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 efficiency agenda (marketplace and electronic tender portal).
- 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.

The Senior Procurement Officer will play an important role within the Corporate Procurement team supporting the work of the Procurement Strategy and Advice Managers and the Assistant Director of Physical Resource and Procurement 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 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 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.

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

Key areas of responsibility

- Provide professional procurement advice and guidance to a range of services throughout the Council, improving procurement standards and knowledge.
- Manage compliant procurement projects in accordance with Council and statutory procurement regulations.
- Effective day to day management of corporate contracts, dealing with any contract issues and ensuring the effective resolution.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Knowledge of public sector procurement processes.	Essential
An awareness of electronic procurement processes currently utilised by Kirklees Council.	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
An awareness of considering social value principles in procurement.	Essential
Experience of managing relationships and communication on all levels.	Essential
Ability to analyse, record and present financial information.	Essential
Demonstrates willingness to work towards achieving the Level 4 Foundation Diploma in Purchasing and Supply, or equivalent.	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
- Honest
- 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	62100
Job ID	80101103	Last Updated	July 2020
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		