

Post title:	Category Procurement Officer
Grade:	JK-L
Responsible to:	Senior Commercial Officer
Staff managed:	None
Directorate:	Central Services
Service:	Procurement & Contract Management Service
Job family:	P&T - Professional & Technical
Date of issue:	September 2023

Job context

The Procurement and Contract Management Service (PCMS) are responsible for ensuring that all procurement and contract management activities (commercial arrangements) provide the very best value for money for the council. We provide professional advice, guidance and insight regarding markets, suppliers, and contractual options to help support service delivery and improvement.

The council spends approximately £650m pa across a wide portfolio of services.

The post will work as part of a professional team to support the delivery of value for money across the council; operating within the framework of the council's procurement strategy, ensuring compliance with procedures and processes.

People	Place	Professional
Adult Social Care Children's Social Care Public Health Education Arts, Culture & Leisure Others as required by the master category. The role will spend significant time within the Health and Adult Services and Children and Young People's Directorates and will work closely with the commissioning officers in each of the service areas. The role will maximise use of commercial approaches, with a focus on achieving best value for the council.	Property Facilities Management Highways Transport Housing Harbours Utilities / Energy Others as required by the master category The role will spend significant time within the Environment, Community Development and Central Services Directorates and will work closely with the commissioning officers in each of the service areas. The role will maximise use of commercial approaches, with a focus on achieving best value for the council.	Technology Catering Finance Consultancy Regulatory Services Others as required by the master category The role will spend significant time within Central Services and will work closely with the commissioning officers in each of the service areas. The role will maximise use of commercial approaches, with a focus on achieving best value for the council.

The postholder will be part of a centre of expertise for the procurement, ensuring at all times that there is proper compliance with the overall Category Sourcing Strategy, the Council's Procurement and Contract Management Strategy, Procurement and Contract Procedure Rules, Financial Regulations, and UK Legislation on public procurement and contract management.

The postholder will have a key role in working with service areas and the market to deliver viable procurement routes. A key part of the role is the ability to analyse, interpret and report on performance information and be proactive in finding solutions / resolutions within the context of procurement legislation and the councils governance framework.

The role will assist with the delivery of the procurement strategy and activity across the council. The post will need to use problem solving techniques and innovative thinking to propose solutions and meet operational needs.

The postholder will have a strong commercial awareness and will use appropriate challenge to deliver value for money.

The postholder will lead the procurement of contracts currently worth up to £30m (Grade JK) or up to £50m (Grade L).

The post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Line Manager or Head of Procurement and Contract.

Job Purpose:

The core focus of this job is to support a specific Master Category for all procurement activity. This will include the delivery of the procurements operating within the category sourcing plan for the category area ensuring they are delivered on time and within budget.

Operational Management:

- Support Senior Commercial Managers and Senior Commercial Officers in execution of category management and ongoing procurement activity.
- Manage and own the procurement process, including market engagement, development and management of the project, issue of tender documents, evaluation of proposals, contract award and administration and support supplier negotiations.
- Be responsible for the delivery of medium-high value/ risk procurement activities to the required cost, time and quality.
- Ensure that procurement activities are delivered to relevant Council standards and within the governance framework.
- Be responsible for maintaining accurate and up to date information on progress of procurement activities allocated, on the appropriate systems (for example, Forward Procurement Plan and publishing of Contract Awards/ modifications).
- Have strong commercial awareness and use appropriate challenge to deliver value for money.
- Contribute to improvements and efficiencies in procurement governance and policies.
- Identify and manage risks/issues, escalating to line manager as appropriate. Ensure expert technical input for specification development.
- Undertake price and process benchmarking and reporting.
- Deal with supplier performance issues (cost, quality, delivery etc.) and risks as they arise, escalating as appropriate
- Ensure the use of standard formal documentation and procedures in relation to the procurements undertaken for the category.
- Contribute to the achievement of targets agreed with the Senior Commercial Officer or Senior Commercial Manager as appropriate.

- Meet with the external suppliers to assist in the provision of information about the Council's requirements and to review performance and other relevant information to inform tender development.

Grade L (in addition the role will include)

- Responsible for the mentoring of Procurement & Contract Support Officers, commencing Level 3/ Level 4 CIPs.
- Responsible for mentoring of Category Procurement Officers commencing Level 5 CIPs.
- As part of the internal mentoring programme develop a structured approach to sharing knowledge and skills developed through the CIPs training route.
- Assist with the onboarding of new team members to help knowledge transfer and sharing of best practice.
- Responsible for delivery of routine training within the team around procurement and contract management processes and governance. This will involve the development of the training plan, delivery of training and the evaluation of learning delivered.
- Responsible for the identification, development and delivery of a training plan across the organisation to inform Directorate and Service Areas of the roles/ responsibilities and governance processes linked to procurement activity.
- Support the council with regional representation at the Strategic Procurement Group (SPG).
- Work alongside the Senior Procurement Governance Officer to develop and deliver a training programme to support SPG. This training will be delivered to peers within the region and assist with our collaboration across the Yorkshire and Humber Region.
- Leading on procurements up to £50m.
- Where required lead on supplier relationship management issues/ resolutions.

Resource management:

- Support specific category related services for the day-to-day management of all procurement of contracts to aid delivery of the service
- Support the line manager in delivering high standards of performance against agreed indicators.
- Ensure service managers are provided with accurate and timely information on delivery of procurement activity, identifying any risks or issues which may impact delivery. Where appropriate make recommendations to rectify and escalate as required.
- Provide accurate statistical returns as required in a nominated category of spend.
- Effectively contribute to the overall work programme of the Service.

Partnerships:

- Contribute to the review of lessons learnt through procurements to ensure specification development provides future service improvements.
- Work with the Council's supply chain to achieve required outcomes.
- Work with colleagues across the Council to ensure optimum procurement outcomes, including legal, and finance.
- Work with colleagues in directorates and specific category related services to ensure that new external arrangements will meet their needs.

- Seek best practice from colleagues and other Local Authorities and wider public sector.
- Contribute to commercial opportunities and collaboration around procurement delivery.
- Contribute to the delivery of collaborative procurement activity at a regional level, where required for example, delivery of procurements for the Regional Adoption Agency and Strategic Procurement Group.

Communications:

- Ensuring the most appropriate form of communication is used to achieve timely responses and not over relying on email.
- Ensure the required customer service standards are understood and exceeded where possible.
- Deal professionally with all enquiries via email, telephone or in person.
- Undertake personal interaction with the public, & officers in a positive way which creates a good impression of the Service and the Council.
- Communicate with customers around the performance of the service and act on any feedback received, demonstrating any action taken as a result.
- Build strong working relationships with principal stakeholders such as service area managers demonstrating awareness and sensitivity to the needs of key stakeholders.
- Manage conflict situations effectively and pro-actively seek to be creative in developing solutions to deliver win-win.

Systems and information:

- Use systems and information as appropriate to quality assure the work of contractors and suppliers.
- Ensure service information is available to service users, their families and the general public as appropriate.
- Use procurement-specific systems and processes (for example, Public Contract Regulations 2015) in the management of suppliers.

Person Specification:

Essential

**Knowledge and Experience
Grade JK knowledge required**

- Knowledge and understanding of Procurement Legislation, including Public Contract Regulations 2015.
- Qualified to CIPs Level 4 or willing to complete.
- Knowledge and understanding of procurement systems (e-tendering)
- Knowledge and understanding of current forms of Contract, contract documentation, systems and processes
- Understanding and awareness of Local Government/public sector procurement and contract issues for example, competitive tendering requirement, achievement of best value, need for a mixed economy, the role of procurement in the delivery of best value and efficiency, and the importance of supplier relationship management.
- Knowledge of the People, Place and Professional related industry and how it operates.
- Knowledge of the issues around the procurement of People, Place or Professional related goods, services and works.
- Knowledge of People, Place or Professional related contracts and frameworks.
- Demonstrable experience of using current forms of contract and of procuring People, Place or Professional related goods and services.
- Demonstrable experience of the development and delivery of tendering and contracting relating to a general or a specific category or area of spend.
- Demonstrable experience of the development and drafting of tendering and contracts documentation and related information and experience of management of contracts.
- Significant procurement experience
- Significant Contract management experience
- Demonstrable co-ordination, collation, analysis and reporting of complex information from numerous sources
- Experience of project planning own workload.
- Experience of Performance Managing low- medium risk contracts.
- Experience of analysing, interpreting and challenging financial data and information. Experience of data driven decision making to drive optimal procurement outcomes.
- Experience of e-tendering systems
- Experience of procuring People, Place and/or Professional related contracts.

Desirable

- Knowledge of local government
- Knowledge of NYC's contract procedure rules
- Experience of the local government context.
- Experience of supply chain management.
- Experience of delivering a range of complex procurements (for instance, risk / value)
- Experience of delivery of UK Procurement Threshold projects

Grade L knowledge required

- Significant and demonstrable experience of delivering high value and complex procurements.
- Significant and demonstrable experience of managing and supporting contract management, specifically linked to supplier performance issues and ability to vary/amend contracts.
- A breadth of experience across multiple categories of spend, demonstrating delivery of procurements in these areas.
- Extensive knowledge and demonstrable application of the Public Contract Regulations 2015.
- Experience of mentoring colleagues and providing operational procurement and contract management support.
- Demonstrable experience of delivering to high standards in a fast-paced work environment, balancing competing work demands.

Occupational Skills

- Development, monitoring and application of procedures to ensure consistent quality of service.
- Strong interpersonal and relationship building skills.
- Team working skills including the ability to be proactive, self-motivated and works from own initiative.
- Prioritisation of practices and processes to meet objectives and targets, especially in relation to planning, programming and organising workload, meeting targets and deadlines.
- Organisational skills to plan, programme and organise workload as well as using resources effectively and efficiently.
- Financial and in particular, evaluation skills including analysis and interpretation.
- Analytical skills covering graphic, numeric and statistical information and involving risk assessment.
- Development and delivery of programmes of work.
- Maintain an awareness of developments within the People, Place and Professional related markets and of the economic situation and an understanding of the implications for the County Council.
- Problem solving skills
- Interpretation of construction contract or framework documentation.
- Oral communication – face to face where appropriate, ability to communicate with varied audiences.
- Written communications skills
- Decision making skills
- Ability to demonstrate sensitivity to different needs of key Council stakeholders including within the Service.
- Flexible approach with the ability to respond effectively to changing circumstances, without losing focus or direction.
- Persuading, influencing and negotiating skills – Successfully persuades, influences and/or negotiates with internal stakeholders and suppliers.

<ul style="list-style-type: none"> • Ability to adapt to changing situations and respond professionally and positively, working with others to find solutions. • Emotional intelligence and resilience • ICT skills – Competent users of Microsoft Office 365 package, including Excel, Word and PowerPoint (or equivalent software). 	
<p>Behaviours link</p>	
<p>Professional Qualifications</p> <p>Grade JK</p> <ul style="list-style-type: none"> • Qualified to CIPs Level 4 or willing to complete. • Active membership of the professional body – Chartered Institute of Purchasing and Supply. • Commitment to CPD. <p>Grade L</p> <ul style="list-style-type: none"> • CIPs qualified Level 5 • Active membership of the professional body – Chartered Institute of Purchasing and Supply. • Commitment to CPD. 	Fully MCIPs
<p>Other Requirements</p> <ul style="list-style-type: none"> • To work from the office base as required by the Service. • Ability to travel across the County • Ability to attend meetings outside of normal business hours • Able to work under pressure and meet tight deadlines. 	

Career progression:

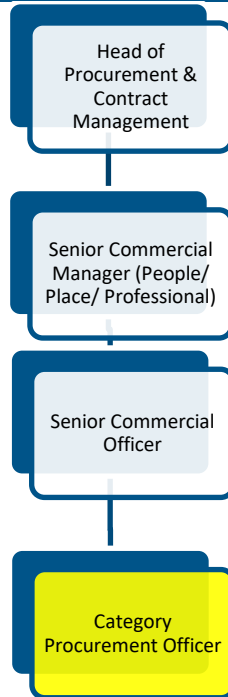
- At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, for example, apprenticeships and work shadowing/coaching.
- As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.

To qualify for this role the postholder must be CIPS qualified at Level 4 – Diploma or be prepared to complete the CIPs Level 4 qualification.

Only on satisfactory completion of Level 5 – Professional Diploma, and subject to an internal interview to demonstrate practical application of procurement practices and appropriate professional behaviours, the postholder may move to a Grade L. The postholder will only progress into Grade L once qualified to CIPs Level 5 and subject to passing the capability interview.

Once you have established competency at JK level, if you are a level 5 qualified, you will be considered for career progression, subject to the competency-based interview.

Structure



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.