

Post title:	Procurement Policy Officer
Grade:	JK
Responsible to:	Senior Procurement Governance Officer
Staff managed:	None
Directorate:	Central Services
Service:	Procurement & Contract Management Service
Job family:	P&T - Professional & Technical
Date of issue:	April 2024

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 postholder will supporting the Yorkshire and Humber Strategic Procurement Group sub-groups.

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.

The postholder will be part of a centre of expertise for the procurement, always ensuring 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 to raise awareness of the Councils governance processes for procurement and contract management.

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 need to have the ability to build relationship quickly and effectively with Officers internally and across the region to support the delivery of the SPG.

The postholder will have a background in understanding Procurement Legislation and the ability to interpret this legislation and apply to operational procurement and contracting matters to achieve the best outcome for the council whilst ensuring compliance.

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 Management.

Job Purpose:

The core focus of this job is to support the Senior Procurement Governance Officer with ensuring procurement policy and governance reflects the needs of the organisation and complies with the relevant legislation. The postholder will assist in driving forward key agendas for the council (for example Social Value, improving access to council contracts for SMEs).

Operational Management:

- The role holder will work with the Senior Procurement Governance Officer to contribute to the monitoring of the Procurement & Contract Management Service strategy (KPIs) and service plan.
- Help with the development of in-house training for the team around our systems, processes and governance.
- Support the Policy & Process group, monitoring the action plan.
- Support the development and implementation of procurement templates and documentation that reflect procurement and contract management best practice and minimise bureaucracy to both the Council and suppliers.
- Undertake operational procurement processes as required, including drafting of specifications, preparation and issue of tender documents, evaluation of bids/tenders, contract award, contract management and administration.
- 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.
- 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).
- Keep up to date with information, training, and development opportunities appropriate to maintaining and developing professional procurement service standards.
- Contribute to improvements and efficiencies in procurement governance and policies.
- Identify and manage risks/issues, escalating to line manager as appropriate. Undertake price and process benchmarking and reporting.
- Ensure the use of standard formal documentation and procedures in relation to the procurements and contracting for the service.
- Contribute to the achievement of targets agreed with the Senior Procurement Governance Officer.
- 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.

Resource management:

- 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.

- Support policy development to ensure procurements comply with the Public Contract Regulations, Council's governance framework and customer requirements.
- Ensure the Team Library of standard templates and documents is up to date and reflects best practice.
- Keep up to date with information, training, and development opportunities appropriate to maintaining and developing professional procurement service standards and support the rollout of this information for the service.
- Effectively contribute to the monitoring of the Strategy and Service Plan of the Service.

Partnerships:

- Contribute to the review of lessons learnt through procurement and contracting activity to support future service improvements.
- Work with the Council's supply chain to achieve required outcomes.
- Work with colleagues across the Council, including legal and finance.
- Work with colleagues in directorates and specific category related services to ensure that new external arrangements will meet their needs.
- Contribute to commercial opportunities around procurement delivery.
- Support the programme management for the regional Strategic Procurement Group.
- Support commercial opportunities and collaboration around procurement governance and delivery.
- Support the review of internal governance and policy arrangements.
- Support the implementation of best practice.
- Support the sharing of information and best practice with other Local Authorities through the Strategic Procurement Group sub-groups.

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 e-mail, 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:

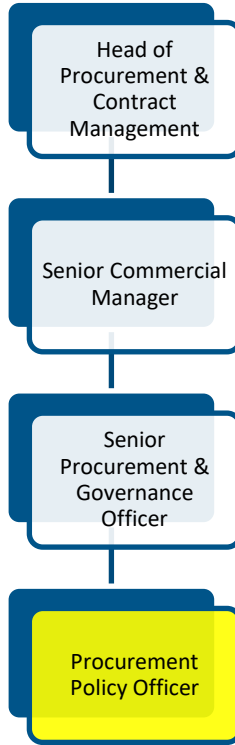
Essential	Desirable
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Knowledge and understanding of Procurement Legislation, including Public Contract Regulations 2015. • Qualified to CIPs Level 4 or willing to complete. • Knowledge and understanding of procurement systems (e-tendering) • 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 • Knowledge of the People, Place or Professional related industry. • 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 supporting policy development and implementation. • Demonstrable experience of the development and delivery of tendering and contracting relating to a general or a specific category or area of spend. • 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 analysing, interpreting and challenging financial data and information. • Experience of e-tendering systems • Experience of procuring People, Place and/or Professional related contracts. 	<ul style="list-style-type: none"> • 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 (i.e., risk / value). • Experience of delivery of UK Procurement Threshold projects.
<p>Occupational Skills</p> <ul style="list-style-type: none"> • 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. • Analytical skills covering graphic, numeric and statistical information and involving risk assessment. 	

<ul style="list-style-type: none"> • Development and delivery of programmes of work. • Problem solving skills • 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. • 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> <ul style="list-style-type: none"> • Must be prepared to complete CIPs level 4 (as a minimum) • Active membership of the professional body – Chartered Institute of Purchasing and Supply (on appointment to the role). • Commitment to CPD. 	<ul style="list-style-type: none"> • Relevant degree, or a professional qualification related to procurement (CIPS).
<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. 	<ul style="list-style-type: none"> •

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.

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.