**Job Description**

**Senior Procurement Officer**

**Level: 11**

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| **Responsible To:**  |
| Procurement Manager  |

**About the job:**

You will act as Senior Procurement Officer within the Councils’ Procurement Team. You will be expected to develop and promote excellence in procurement activities across both Councils and provide professional advice, guidance and assistance on all procurement related mattes across both councils.

**Role:**

* Assisting with the efficient and effective delivery of the procurement service, assisting with the development and implementation of new procedures and documentation across the Council.
* To effectively develop and deliver cohesive procurement strategies, improve procurement planning, advise on route to market, execution in partnership with a range of key stakeholders, across a range of service areas and/or categories.
* Being pro-active in identifying procurement opportunities available to the councils.
* Helping to ensure achievement of each council’s corporate procurement objectives including the delivery of social value, so that contract related considerations benefit the local community.
* Establishing best practice and innovative procurement practices and systems within each council across a range of designated service areas and/or categories, that reduce waste, maximise efficiency, achieve best value in procurement and enable delivery of savings efficiency.
* Ensure that all procurement is managed in accordance with legislative, constitutional and procurement operational requirements in a timely and effective manner for each Council.
* Develop/support and promote a strong customer focused performance culture within the service team, ensuring the provision of cost effective, efficient, high-quality services to the Council, its members and its departments in line with their identified needs.
* Assist with the developing, maintaining, managing and operating systems to ensure the effective monitoring and reporting of each Council’s procurement activity.
* Ensuring the achievement of professional standards in providing procurement services.
* Providing relevant and timely advice and guidance to members, corporate management, service directors, heads of service and budget holders.
* To advise on the evaluation of tenders/bids, ensuring alignment of published tender criteria and robust documentation of the evaluation/moderation process, outcomes and contract award recommendations.
* Assist with delivering face to face training sessions, training materials, e-learning training, coaching on procurement practice, rules and regulations to the following audiences:
	+ Procurement Staff
	+ Wider Council Workforce
* Be able to work in a fast-paced environment where workloads/demands regularly fluctuate. Be equipped to self time-manage and to assist other team members to ensure the team delivers the results.

**Responsibilities:**

**Team:**

* You will assist colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation and ensure that these are implemented effectively with his/her areas of responsibility.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.
* Ensure that the services provided are aligned to the Council Strategy, vision, aims, objectives, priorities and continuous improvement programme and play a part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Council’s Policies and Procedures.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

* CIPS Diploma or working towards.
* Evidence of on-going personal development

**Experience**

* Minimum of three years relevant experience
* Experience of working in the procurement field ideally within a local authority
* Experience of joint procurement initiatives and collaboration
* Experience of contract preparation and management in the public sector
* Experience of e-procurement
* Experience of implementing change in a procurement environment
* Experience and knowledge of social value in the procurement process
* Experience of the whole procure to pay process
* Experience of using a project management methodology is desirable
* Experience of advising senior officers and members

**Knowledge**

* An understanding of the political environment and how local council’s function.
* An understanding of the New Procurement Act 2023 and the changes that are to be implemented and evidence of completion of or working towards the Government Commercial College training.
* In depth knowledge of the legislative procurement framework in which local government operates

**Skills & Abilities**

* Excellent communication skills both in writing and verbally.
* An ability to assist with the development of junior staff.
* An ability to manage a varid workload.
* Ability to take the initiative and be pro active
* Excellent IT skills.
* An ability to build relationships with people at all levels in the organisations and provide challenge where necessary to support the delivery of priorities at each organisation.
* The ability to take complex information and present it in an easy to understand way.

**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.