

JOB DESCRIPTION

TITLE: Procurement Policy & Performance Officer

POST NO: 148049

DEPARTMENT: Inclusive Growth

DIVISION: Inclusive Economy

RESPONSIBLE TO: Policy, Performance & Systems Manager

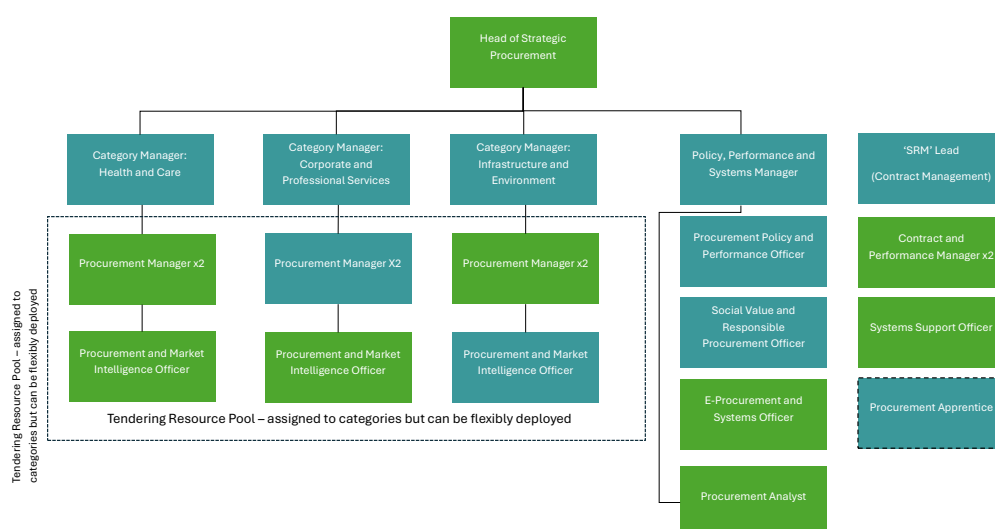
GRADE: M1

PURPOSE OF POST:

To lead and provide support & assistance, both to internal and external users across the Council, on the use of the application of the Procurement and Contract Management Policy with the intention of ensuring effective, compliant and efficient tendering and purchasing systems, processes and procedures. The role will involve interrogation of existing processes to identify and implement performance improvements. Close working with colleagues in Finance and Audit to validate internal controls for effectiveness.

ORGANISATION CHART:

Appendix 1 Structure Chart



PRINCIPAL RESPONSIBILITIES:

- | | |
|---|-----|
| 1. Be responsible and act as a key point of contact for all queries and issues from internal officers and external bodies, including suppliers, in relation to application of the Procurement and Contract Management Policy (PCMP) and associated systems and processes. | 20% |
| 2. Support the Policy, Performance & Systems Manager and others, in promoting best practice usage of the Council's e-procurement and purchasing systems. Maintaining the central corporate depository of all conflict-of-interest declarations and mapping to identify training needs and any risks/issues. | 20% |
| 3. Be responsible for the design & delivery of learning and development content for on-line and in person consumption, in relation to PCMP and relevant systems and processes. | 20% |
| 4. Act as the key point of contact for services undertaking their own quotation processes within the e-tendering portal. Providing technical and professional advice on document content and market engagement. | 15% |
| 5. Using evidence from data analysis to engage with service areas identified as needing support to achieve compliance with organisational policies and procedures. To use data from external sources e.g.: companies house, to further understand related activity that may give rise to risks. | 10% |
| 6. Undertake regular customer feedback sessions and questionnaires to test the effectiveness of procurement training and engagement strategies. | 5% |
| 7. Maintain a register of all Procurement Policy Notes from the Cabinet Office and ensure all templates and processes are updated to comply with these and other relevant notices. | 5% |
| 8. Work with the e-procurement and systems officer to ensure workflows and processes reflect the latest policies and procedures, providing cover as required. | 5% |

DIMENSIONS:

Supervisory Management None

The post holder will deputise/cover for the colleagues as appropriate

Ensure the development of cultural competence within service provision to meet the diverse needs of Luton's population.

Work with line manager to identify appropriate personal development plans

Budget Responsibility: None

Physical Resources: None

Other:

CONTEXT:

This role sits within the Council's centralised Procurement team with a clear departmental, sourcing and contract management focus. The team delivers significant benefits, savings and efficiencies to the Council whilst also providing control and compliance to the procurement process and policies.

The role will be accountable to, and work to, the Policy, Performance & Systems Manager as well as supporting the wider Procurement team. The role will primarily focus on the implementation and management of all policies and systems used within the Procurement environment. The role will involve liaising with the wider procurement team, system end users across the Council and system suppliers to ensure best practice usage, adoption and compliance in alignment with the Council's Procurement policies and processes.

Agile (Smarter) Working

The Council needs to provide its services more cost effectively and this will mean a significant number of employees needing to work in different ways and from varying locations according to the needs of their job. In some circumstances this might mean working from home.

Integration of Equalities Principles:

The post holder will ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect the Council's commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live, work or visit the town.

Physical Effort:

Standard office based skills, driving and keyboard skills, use of training and presentational equipment.

Working Environment:

Office based with requirement to visit a range of council establishments across the borough. There is also a requirement for the post holder to be able to attend national and regional groups and undertake site visits within the UK.

Occasionally the post holder will be required to work outside normal office hours to meet operational requirements.

Person Specification

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attribute	Essential	How Measured	Desirable	How Measured
Experience	Experience and understanding in the use of e-procurement and P2P technologies and training others to do the same.	1, 2	Experience of a Public Sector purchasing environment;	1,2
	Experience of managing back-office infrastructure (systems/software) and procedures to demonstrate compliance with organisational policies.	1, 2	Experience of cross team working to implement and embed application of e-procurement and P2P technologies across multiple teams	1,2
Skills/ Abilities	(C) Able to act on their own initiative in developing and implementing continuous improvement in procurement procedures, systems and processes.	1,2		
	Strong analytical and data manipulation skills.	1,2		
	(C) Well organised – multi-tasking & ability to work under pressure and prioritise work. Excellent attention to detail.	1,2		
	(C) Excellent interpersonal and team working skills, strong communication skills (both written and verbal), working positively with all colleagues across the organisation and external suppliers.	1,2		
	(C) To be confident in the use of office IT systems and programs, spreadsheets and e-procurement systems.	1,2		
Equality Issues	Demonstrable knowledge and understanding of the equality issues and legislation	1,2		

Specialist Knowledge	(C) Demonstrable knowledge around the use and functionalities of e-procurement and Purchasing/Finance systems.	1,2	Previous experience of Civica Financials	1,2
	To be able to offer support, guidance and training to colleagues on the best practice usage of the e-Procurement and Finance technology.	1,2	Demonstrable knowledge of data protection requirements.	1,2
	Knowledge of current UK procurement legislation and EU procurement directives.	1,2		
	Experience in owning and managing online catalogues.	1,2		
Education	Working towards CIPS membership status, NVQ level 3-4 qualified or otherwise demonstrate equivalent knowledge through experience.	1,2,4	Qualified CIPS professional with substantial knowledge of local authority procurement or equivalent.	1,2,4
Other Requirements	Able to adjust working arrangements to meet the demands of the service. This may be regular evening work.	1,2		
	Flexible to support other teams and colleagues as required.	2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act 2010, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).

