**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Assistant Procurement Officer | **Grade**: SO1 – PO1 |
| **Section:** Procurement | **Directorate:** Financial Services |
| **Responsible to:** Category Manager | **Responsible for:** N/a |
| **Post Number/s:** | **Last review date:** November 2018 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

To provide support and assistance to the Category Team to which they are assigned to develop procurement capacity and communications both internally and with the market to help shape and develop markets.

To research, analyse, report on and make recommendations to the category team with a particular focus on analysing procurement spend and highlight potential opportunities to the Category Manager.

**Specific Duties and Responsibilities (LINK GRADES):**

* Provide effective procurement support for the divisions and functions within the terms of reference of the post holder’s associated category.
* Working alongside the Category Manager to develop procurement action plans through the detailed analysis of spend to include: supplier volumes, commodity items, transaction costs, overall spend and proposed sourcing strategy. Obtain quotes for low-level resultant procurement exercises.
* Provide support to ensure procurement exercises comply with the Council’s Procurement Regulations, Officer Guide to Procurement and the Public Contract Regulations 2015 (PCR)
* Call off financial reports to support the assessment of bidders submissions and take up references as required.
* Support the development of PCR compliant Selection Questionnaires and ensure the subsequent shortlisting and evaluation of responses is conducted in a fair open and transparent manner.
* Ensure appropriate outcome letters are drafted, legally compliant and sent in a timely manner.
* Assist with procurement exercises for commonly bought goods and services.
* Provide advice and guidance as required on use of corporate contracts, Council’s procurement regulations and general approach to procurement.
* Any other duties required by the Category Manager or Head of Procurement.
* Complete level 4 CIPS.

**Additional Duties at SO2**

* Lead on simple resultant procurement exercises.
* Develop and evaluate PCR compliant Pre-Qualification Questionnaires and ensure the subsequent shortlisting and evaluation of responses is conducted in a fair open and transparent manner.
* Produce excel-based evaluation models appropriate to each procurement exercise and support the evaluation of responses to ensure compliance with the PCR for simple procurement exercises.
* Provide detailed advice, guidance, procedure notes and training manuals as required on use of corporate contracts and advice and guidance associated with the PCR.
* Complete level 5 CIPS.

**Additional Duties at PO1**

* Lead on sub-category analysis and resultant multi-stakeholder procurement exercises and prepare agreed internal reports including obtaining appropriate stakeholder views and comments
* Lead on evaluation of PCR compliant Selection Questionnaires; ensure shortlisting report is prepared, validated and signed.
* Produce excel-based evaluation models appropriate to each procurement exercise and lead the evaluation and moderation of responses to ensure compliance with the PCR
* Undertake contract management support for corporate contracts; contribute to the development of procedure notes and guidance to assist internal officers
* Complete level 6 CIPS and Identify and lead on a procurement project and deliver savings to cover at least the cost of the CIPS courses studied

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Person Specification**

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**Our Values and Behaviours[[1]](#footnote-1)**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open**. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive**. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by A &**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| knowledge of EU and UK legislative requirements affecting procurement in the public sector | A/I/T |
| knowledge of current best practice procurement as it relates to the public sector | A/I/T |
| **Experience** | |
| Experience of working in local government and/or a procurement environment | A/I |
| Ability to demonstrate professional knowledge and judgement in making decisions | A/I |
| **Skills** | |
| Good oral, written and numerical skills to provide clear and concise messages and reports | A/I |
| Knowledge of and ability to use standard IT packages (Microsoft Office and Outlook). | A/I |
| Ability to organise and prioritise own workload, within defined requirements for the role. | A/I |
| **Qualifications** | |
| Willingness to undertake Chartered Institute of Procurement and Supply Qualification | A/I |
| Maths & English GCSE (required in order to undertake CIPS training) | A/C |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**

1. [↑](#footnote-ref-1)