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

**Job Description**

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| **Job Title:** Assistant Procurement Officer | **Grade**: SO1 – PO1 |
| **Section:** Procurement (Corporate, Environment and People) | **Directorate:** Resources |
| **Responsible to:** Category Manager | **Responsible for:** N/a |
| **Post Number/s:** RWR0138, RWR0912 and RWR0143 | **Last review date:** April 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 Procurement 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 Code, Strategy and the Public Contract Regulations (PCR).
* Support the development of PCR compliant Pre-Qualification Questionnaires and ensure the subsequent shortlisting and evaluation of responses is conducted in a fair open and transparent manner.
* Develop excel-based evaluation models appropriate to each procurement exercise.
* Ensure appropriate outcome letters are drafted, legally compliant and sent in a timely manner.
* Assist with procurement exercises for commonly bought goods and services where no obvious departmental lead exists.
* Provide advice and guidance as required on use of corporate contracts, Council’s procurement code and general approach to procurement.
* Any other duties required by the Procurement 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 Pre-Qualification 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**

**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 –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working.

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| **Person Specification Requirements** | **Assessed by A &**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Some knowledge of EU and UK legislative requirements affecting procurement in the public sector | A/I/T |
| Some knowledge of current best practice procurement as it relates to the public sector | A/I/T |
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| **Experience** | |
| Experience of working in local government and/or a procurement environment and/or an ability to demonstrate a good understanding of procurement within the public sector. | A/I |
| Ability to demonstrate professional knowledge and judgement in making decisions | A/I |
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| **Skills** | |
| Good oral and written skills to provide clear and concise messages | 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)