

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care and Community Wellbeing (ACCW)

Job Ref Number: 04354

Service Area: Strategic Commissioning

Grade: G8

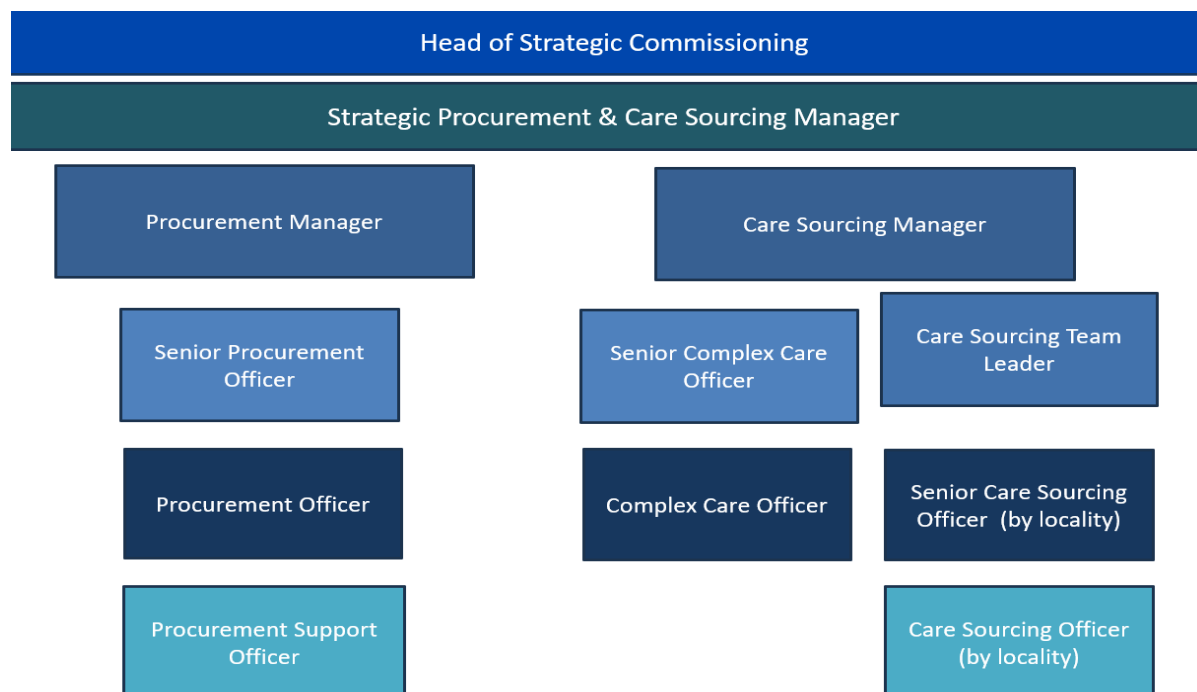
Job Title: Procurement Officer

PURPOSE OF JOB:

To support in the effective procurement of commissioned adult care and community wellbeing services which deliver safe, high-quality, value-for-money outcomes, and are designed to meet Council and end user requirements within allocated budgets.

Working collaboratively with a range of internal and external partners and stakeholders, this role includes responsibility for leading or assisting, subject to risk and complexity as appropriate, in the design, management and delivery of professional, commercially robust and fully compliant tendering processes to ensure fit for purpose service provision, efficiency benefits, quality improvements and financial savings wherever practicable.

STRUCTURE CHART:



MAIN DUTIES:

1. Responsible for the provision of guidance and support to Commissioning Leads and key stakeholders (including operational staff and service users) on procurement processes and other commercial and contractual matters, ensuring all commissioning related activity within

	designated portfolio of programmes are procured in a legal, ethical and accountable manner in accordance with regulatory requirements. This requires the post holder to: - Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice. - Discharge and support the Council's obligations under the Equality Act (including ensuring that Equality Impact Assessments are undertaken where appropriate) and Social Value Act. - Discharge and support the Council's obligations to carry out such consultation as is legally required during commissioning processes. -
2.	Responsible for the development and preparation of Commissioning, Commercial and tender documentation ensuring that all documentation is developed and handled in a legal, ethical and accountable manner in accordance with regulatory requirements.
3.	Responsible for the drafting and preparation of effective tender processes ensuring that services and goods are commissioned and procured within the set budget allocation and that value for money efficiency gains are realised wherever possible. This includes responsibility for leading or assisting, subject to risk and complexity as appropriate, in development and delivery of procurement programmes in designated portfolio of services.
4.	Plan, support and undertake negotiations with providers and other individuals/organisations, as appropriate, linked to applicable tender processes, contract pricing and/or terms, and other conflict and dispute resolution issues.
5.	Contribute to the stimulation and engagement of the market from an operational aspect, building and maintaining strong, positive working relationships with service users, stakeholders, partners, providers and potential providers.
6.	Undertake research into service specific markets including benchmarking of services, costs and commercial and contracting approaches. Analyse associated information, write reports and prepare presentations.
7.	Coordinate and arrange meetings including tender evaluation meetings. Prepare documentation for meetings and attend, support, minute and circulate actions as requested.
8.	Responsible for the recording and correct storage of all commercial and procurement documentation including the analysis and evaluation of tender submissions, as well as maintaining the systems for the monitoring and recording of procurement processes and decisions for reporting.
9.	Provide information to the Commercial and Procurement Managers and Senior Commercial and Procurement Officers on activity, efficiency gains and service improvements in order to contribute to the Council's performance management framework and to measure achievement against set performance indicators and targets.
10.	Assist with the development and implementation of commissioning strategies and plans for services in designated portfolio, with a particular focus on relevant procurement and commercial issues and considerations, and on the engagement of potential Partners and Providers locally and regionally.
11.	Ensure throughout each stage of a commissioning and procurement process that potential risks are identified and escalated as appropriate.

12.	Contribute to the stimulation and engagement of the market for services in designated portfolio, building and maintaining strong, positive working relationships with service users, stakeholders, partners, providers and potential providers.
13.	Take personal responsibility for: - Ensuring Council resources are optimised and utilised effectively and efficiently, - Delivering excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers - Contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers. -
14.	Providing day-to-day personal leadership as appropriate to deliver the agreed priorities within commissioning strategies, working collaboratively with stakeholders and providers (including statutory and non-statutory partners) - Provide expert advice and guidance as appropriate for own area of expertise. - Deliver a personal portfolio of projects where appropriate and/or specific work - Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations - Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working. - Assist with the preparation of skills training documentation and presentations. Assist as appropriate with the delivery and evaluation of skills training.
15.	There is no direct line management responsibility associated with this post. The post holder will provide support and coaching to Procurement Support Officers (Grade 6) and deputise for Senior Procurement Officers as appropriate and necessary. Demonstrate behaviours aligned with the Council's values in all aspects of work activities, duties and responsibilities, creating a positive image of the County Council at all times.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
The post holder will be expected to be a procurement professional and educated to degree level or equivalent such as a Professional Qualification e.g. Diploma in Purchasing & Supply and/or membership of the Chartered Institute of Purchasing and Supply (CIPS) or otherwise demonstrate equivalent knowledge through experience.	A/I	X	
The post holder may possess a commissioning qualification	A		X
The post holder will be expected to have a minimum of 2years practical experience in commissioning, procurement and/or related discipline	A/I	X	
The post holder will have a good knowledge of public sector procurement and commercial skills, understanding how to deliver value for money services, and the commercial considerations which impact on	A/I/T	X	

the costs and quality of services in the areas they are responsible for.			
They should demonstrate an understanding of how public sector organisations work, of delivery in a political environment, and have an understanding of Health and Social Care markets.	A/I	X	
Knowledge of the key social care legislation and trends across their relevant service areas.	A/I		X
Understanding of and ability to interpret, effectively communicate, and apply current public sector procurement regulations and legislation.	A/I/T	X	
Good knowledge and understanding of current public sector policy and best practice.	A/I	X	
Good knowledge of policies aims and objectives of the Council as a whole and relevant commissioning areas.	A/I		X
Ability to undertake a variety of work, some of a complex nature, which requires knowledge and skill across a range of general and specialist procurement activities.	A/I	X	
Ability to communicate and negotiate effectively both verbally and in writing.	A/I/T	X	
Knowledge and understanding of return on investment models, market analysis, benchmarking, supplier development, supply chain management, and market management.	A/I	X	
Understanding of and experience of evaluation models combined with analytical skills and whole life costs and the ability to advise colleagues when dealing with these issues.	A/I	X	
Understanding of contract management process & effective relationship management.	A/I	X	
Able to adapt to new areas of work and take on tasks/duties outside his/her field of expertise competently recognising when he/she requires professional support and supervision.	A/I		X
Interpersonal and other skills and expertise that enables the post-holder to operate at a professional level building relationships but also providing effective challenge where appropriate often requiring sensitivity and diplomacy.	A/I	X	
Able to manage a substantial workload of professional matters	A/I	X	
Contributes positively to continuous improvement of service delivery	A/I	X	
Enthusiastic within a team approach, be able to stay calm under pressure.	A/I	X	
Able to work as an integrated part of the wider Commercial Team, being supportive of colleagues and management.	A/I	X	
Able to devise prepare and deliver training	A/I		X
Familiarity with Microsoft suite of products or comparable IT software essential	A/I	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.