



- **Senior Procurement Officer: Corporate Procurement x 1**
- **Senior Procurement Officer: Torbay Development Agency x 1**
- **Senior Procurement Officer: Corporate Procurement (Temporary Maternity Cover) x 1**
  
- **Procurement Officer: Corporate Procurement x 1**
- **Procurement Officer: Supporting People x 1**

***Corporate Procurement Team, Torquay.***

Torbay Council's Corporate Procurement Team provides excellent leadership, support and guidance on a vast range of activities, projects and procurements throughout the Council and is responsible for supply arrangements on a portfolio of diverse works, goods and services. We are looking to strengthen the Procurement Team and continue to move our commitment to procurement best practice and delivery of Best Value initiatives forward.

Ideally you will bring a record of innovative thinking on a range of procurement issues, including knowledge and experience of procurement and tender processes, supplier/contract management, e-procurement initiatives and the whole procurement cycle. Good IT, analytical, effective interpersonal and communication skills are essential.

Additionally you will have, or are working towards, a relevant procurement qualification and have experience of working within a procurement type environment. However, there is also an opportunity for highly motivated and enthusiastic person(s) and relevant transferable skills to take on these roles with a view to completing the full professional qualification in due course.

This is an ideal opportunity for someone to develop within an established pro-active, innovative and professional team.

For an informal discussion only regarding any of the above roles, please contact Rob Love, Corporate Procurement Manager on 01803 207953 or Robert Valentine, Senior Procurement Officer on 01803 207972.

To apply online please visit [www.torbay.gov.uk](http://www.torbay.gov.uk)

Alternatively please contact the 'First Stop Desk' on 01392 383034 or 01392 383037 (answerphone), or 01392 383037 (answerphone), or email [firststop@devon.gov.uk](mailto:firststop@devon.gov.uk)

**Closing date: 14/11/08. Interview dates: 28/11, 1/12, 4/12 & 5/12 2008.**

***All salaries are subject to Job Evaluation and pending pay award.***

## **Supporting Information**

Torbay Council see the ongoing development and commitment to delivering procurement best practice throughout the Authority and supporting the Transformational initiatives as an exciting and challenging opportunity for anyone who has the drive, dedication and determination to make it happen.

We would encourage candidates to apply for all relevant positions they feel they have the capabilities of meeting now, or could meet with further training and development. Please ensure you include all relevant post numbers you wish to apply for.

Some of the posts are allocated to specific areas within the organisation and the successful candidate will predominantly support that element of the Authority. Other posts will sit within the Corporate Procurement Team and support a cross-matrix workload of diverse projects and procurements. To enable continuity, ongoing support, training and development all current and future members of the procurement team will still continue to report to the Corporate Procurement Manager.

Throughout the selection process and subsequent discussions with successful candidates it can then be determined which post would be best suited to the individual, the Corporate Procurement Team and Torbay Council.

### **Generic details of Posts. Please refer to full Job Description for further details.**

#### ***Senior Procurement Officer, Corporate Procurement Team.***

***Post No: LC411. Job Ref: TBE8 265.***

Experience in actively participating and providing high level support, advice and guidance on a range of large procurements / projects and supporting Council-wide commissioning objectives whilst ensuring adherence to Prince 2 methodology throughout any large scale projects. Knowledge of JVC / PFI / Outsourcing would be an advantage.

#### ***Senior Procurement Officer, Corporate Procurement Team.***

***Post No: LC407. Job Ref: TBE8258 (15 months Temporary Maternity Cover).***

Experience in actively participating and providing high level support, advice and guidance on a range of large procurements / projects and supporting Council-wide commissioning objectives whilst ensuring adherence to Prince 2 methodology throughout any large scale projects. Knowledge of JVC / PFI / Outsourcing would be an advantage.

#### ***Senior Procurement Officer, Torbay Development Agency (TDA).***

***Post No: LC410. Job Ref: TBE8264.***

To primarily investigate, lead and support innovative procurement techniques that will enable new delivery models to be established for the Authority including (but not limited to) Economic Development Companies, PFI's, JVC's and Dynamic Purchasing Systems. Support the objects of the Torbay Development Agency and deliver the requirements of the Mayor Vision.

***Procurement Officer, Corporate Procurement Team.***  
***Post No: LC408. Job Ref: TBE8266***

To assist and lead in the development, advertising, evaluation, negotiation and letting of both local and collaborative contracts and provide procurement advice to Directorates and Business Units for a variety of projects, promoting good procurement practice throughout the Council including providing guidance on EU Directives, Contract Standing Orders and the Procurement Cycle.

***Procurement Officer, Supporting People.***  
***Post No: LC409. Job Ref: TBE8267***

To support and enable Third Sector providers, Voluntary Organisations and Small and Medium Enterprises to deliver the Authorities needs. Deliver training, education and support that will enable involvement throughout any appropriate procurement and ensure all potential providers' needs are considered and incorporated where necessary. To assist and lead (where required) in the day to day management of contracts, services and suppliers whilst adhering to the correct management techniques.