

HAMBLETON DISTRICT COUNCIL

JOB DESCRIPTION

POST TITLE:	Procurement Officer
SALARY GRADE:	GRADE 8 (as per Job Evaluation 28 th May 2010)
RESPONSIBLE TO:	PERFORMANCE & IMPROVEMENT MANAGER

JOB OBJECTIVES:

To undertake a range of procurement related activities and provide procurement and support across the council To assist the delivery of the procurement strategy and code of practice

PRINCIPAL DUTIES AND RESPONSIBILITIES:

To ensure that procurement is facilitated within the Council and is undertaken in the most efficient way. Through effective liaison and dissemination of best practice across the council building an efficient source of expertise

1. To ensure that the Council meets its policy, efficiency and savings targets through the application of good procurement practice.
2. To act as the Council's link person with any future procurement collaborative arrangements, e.g. YPO, relevant societies e.g. Society of Procurement Officers (SOPO) and other organisations dealing with procurement matters e.g. Office of Government Commerce and the Regional Improvement and Efficiency Partnership
3. To work with partners and suppliers and any future procurement partnership to ensure that collaborative efficiency opportunities are maximised. To make officers aware of and advise on the use of any such arrangements
4. To manage and where appropriate lead on the introduction of corporate framework agreements or other appropriate procurement arrangements. Ensure council officers are aware of national and regional frameworks that they should use
5. Carry out market research and analysis in relevant market sectors ensuring as far as possible procurement decisions are made all available information
6. Advise on the preparation of tender documentation tender process in compliance with council and national regulations
7. Advise on and seek quotations where council regulations require this for procurements
8. To conduct research in the local government and public sector to ascertain best practice and keep abreast of new procurement techniques

9. To assist on the implementation and use of the Supply Contract Management System (SCMS), the Pay 2 Pay system and other e procurement tools
10. To collate, validate and analyse a range of procurement data across the Councils and provide robust baseline information
11. To collect information on purchases made by the Councils in order to identify opportunities for the application of good procurement practice through aggregation of demand and/or commitment to volume
12. To manage and develop the content of the councils website and intranet in terms of procurement activity and information requirements
13. In conjunction with the Performance and Improvement Manager, ensure the Procurement Strategy and code of practice are reviewed annually and kept up to date with current best practice
14. To support the Performance and Improvement Manager in ensuring that value for money can be delivered and demonstrated.
15. To support the Performance and Improvement Manager in the delivery of the Council's elements of the Comprehensive Area Assessment, with regard to Use of Resources
16. To assist in monitoring and reporting on compliance and performance management relating to procurement
17. To support the identification of training needs across the council in relation to procurement and undertake or arrange as necessary
18. To consult, communicate and encourage regular feedback from procurement lead group
19. To keep up to date with and to work within legislative requirements, codes of practice, Council policies and standards as necessary.
20. To undertake the necessary clerical and administrative duties to support the other activities of this role, including the preparation of reports
21. To undertake such other duties commensurate with the grade of the post, which from may be required by the Performance and Improvement Manager

27th May 2010

0.60 Post No: 00132

1.00 Post No: 00133