



Job Description

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St. Helens Council

Post:	Procurement Officer
Department:	Corporate Procurement Unit, Corporate Services
Grade:	SCP 11-31 (career graded)
Responsible to:	Procurement Team Manager
Responsible for:	Assistant Procurement Officer

Purpose of the Post:

The post holder is required to support the Procurement Team Manager in providing a comprehensive and professional procurement service, on behalf of the Authority, within defined areas determined by the Corporate Procurement Manager.

These duties will include ensuring compliance with the Authority's Contract Procedure Rules & Financial Procedure Rules, EU Procurement Directives, National Procurement Strategy and St Helens Procurement Strategy. The post holder will assist the Procurement Team Manager in ensuring that the Council carries out all its procurement functions in a manner which achieves Best Value outcomes that contribute to the delivery of the Council's vision, corporate aims and objectives. The post holder may also be asked to deputise in the absence of the Procurement Team Manager and assume responsibilities as necessary.

Duties and Responsibilities post graded SCP 11 – 31:

Assisting the Procurement Team Manager in:

1. Providing a comprehensive procurement function to specific customers in accordance with agreed service levels.
2. Liaison with departmental managers and service leads to provide sound procurement advice.
3. Advise departments about the correct procurement procedure in order to comply with the Council Contract Procedure Rules, Financial Regulations and European Legislation. (OJEU)
4. Ensuring that customers receive value for money in accordance with their specifications.



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5. To advise customers of contemporary prices and information as to supplies operations and time scales for delivery.
6. The renewal of contracts within the defined areas ensuring adherence to time scales and that customers receive value for money advice within the renewal period.
7. The development of contracts, in conjunction with the Corporate Procurement Manager, and Procurement Team Manager, to achieve the most beneficial and effective "call-off" arrangements in terms of supplies, products and services.
8. The processing of requisitions in accordance with laid down performance criteria, and advise customers appropriately, 5 days for requisition processing.
9. Monitoring of the E-procurement system and ensuring that queries with requisitions are raised as soon as possible.
10. To provide help and guidance with the e-procurement system for users and help with trouble shooting. Remote diagnostic log in to the user's machine, if needed.
11. Providing error reports/suggestions for the Team Manager, in order for compilation into the system "bug fixes" and system improvements.
12. Maintaining internal store(s) prices as needed relative to contracts on the electronic real time stores system.
13. The setup of vendors on the electronic vendor system, ensuring that all information is correct at the point to send for Approval and then on to Accounts Payable for verification as a Council Supplier.
14. To liaise with Health and Safety and advise our clients of the safety of potential and existing products and services.
15. To liaise with Audit and advise our clients of the audit implications involved in contracts.
16. To liaise with Legal and advise our clients of the Legal implications in contract decision making.
17. To liaise with Insurance and advise our clients of the Insurance implications in contract decision making.
18. To liaise with the Equalities officer and our client to ensure equalities are considered in all contracts.



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19. The promotion and continuing development of effective communication amongst team members and to ensure the Corporate Procurement Unit is recognised as a reliable internal source of expertise for the procurement process.
20. To act as liaison officer between Corporate Procurement Unit and our customers/clients, to attend any meetings/briefings as required.
21. The post holder will be expected to operate in a flexible manner and participate in all activities which contribute to the overall effectiveness and Promotion of the Corporate Procurement Unit.
22. To compile and assist in the development of performance monitoring systems in respect of the Corporate Procurement Function.
23. To attend YPO panels and associated collaborative groups, and participate in the development and administration/deployment of same.
24. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
25. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
26. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).
27. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require

The post holder will have attained 12months procurement experience, post CIPS Level 6 attainment, or 7 years' experience in a professional procurement role

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended)

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: August 2018 / Date updated: November 2018



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Post:	Career Grade Procurement Officer
Grade:	11 - 31 (Career Grade)
Responsible to:	Corporate Procurement Manager
Post Objectives:	To gain a Procurement qualification and experience while supporting the overall Procurement function of the Council.
Progression:	To be based on achievement of CIPS examinations, experience and performance.

The Procurement Officer role is a career graded role, subject to regular review and ongoing assessment, including achievement of CIPS examinations, experience, competence and performance as per the Job Description. The progression/career path is outlined below.

At scale 14 -17

The post-holder will be expected to successfully attain the Foundation CIPS (Level 4) qualification in Procurement.

The post holder will also be expected to gain the knowledge, experience and competence of all key tasks prior to progression onto the next level of the grade, and to assist with the renewal of contracts with the approval of the Corporate Procurement Manager.

At scale 18 - 21

The post holder will be expected to successfully attain the CIPS Level 5 qualification in Procurement.

At scale 22 - 25

The post holder will be expected to have successfully attained the CIPS Level 6 qualification in Procurement to become a Graduate CIPS, or 5 years minimum experience working in a professional procurement role.

The post holder will also be expected to gain the knowledge, experience and full competency of all key tasks to prepare them to attain the position of a Procurement Team Manager. Should a Procurement Team Manager post become available, the Councils recruitment process will identify those internal candidates with the suitable skills, experience and qualifications within the section initially. These staff will be offered the opportunity to apply.



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At Scale 26-28

The post holder will have attained 12 months procurement experience, post CIPS Level 6 attainment, or 7 years' experience in a professional procurement role.

At Scale 29-31

To have demonstrated the deputising a senior Team Leader role and to evidence making decisions at a senior/strategic level to improve Procurement service delivery to our clients and at external meetings with Collaborative Organisations.

Examinations

The Council's Training, Development and Learning Policy specifies the arrangements for payment of examinations in relation to the Qualifications.

Section 2.4.3 states that all Fees and expenses directly relating to the training will be paid by the Council. In addition, where the employee needs to re-sit any examinations the Council will pay the fees up to and including the 1st resit. The 2nd re-sit must be paid for by the employee initially, with the Council reimbursing the employee should the employee pass the examination. The costs of any subsequent attempts will be borne by the employee with no assistance from the Council