

# Job description

Job title:	Senior Procurement Officer
Grade:	Dorset Grade 13
Job evaluation reference:	PC038
Job family:	Financial Services

## Purpose and impact

1. To ensure that all spend on goods and services made by Dorset Council delivers best value for Dorset's residents.
2. To deliver agreed levels of cashable savings while improving the quality of goods and services provided by suppliers to Dorset Council.
3. To appraise options for the future of service delivery across the full range of provision for the council and its partners.
4. To lead, supervise and directly manage a small group of Procurement Officers or other posts as designated by the Head of Procurement / Senior Manager.

## Key responsibilities

5. Establish Business Partnering as a key approach to managing relationships and procurement activities in all parts of Dorset Council.
6. Establish your network of key stakeholders and communicate regularly with them in order to understand their needs and ensure your suppliers are meeting these needs.
7. Lead and manage the work undertaken in specific categories or services ensuring quality of work of Procurement Officers and Procurement Assistants.
8. Lead, manage and motivate project teams and ensure procurement is effective and efficient and meets the needs of Dorset Council.
9. Improve value for money derived from all Dorset Council spend.
10. Manage and deliver savings targets in specified spend categories or services in Dorset Council.
11. Manage the suppliers that are used in specified categories or services, including:
  - Regular review meetings with key suppliers to monitor performance against SLAs and KPIs and constantly review activities to ensure all goods and services are delivered to optimise value for money to Dorset Council
  - Supporting selection of suppliers that meet Dorset Council needs
  - Manage supplier numbers to ensure efficiencies are delivered through supplier consolidation
  - Maintain contract information that is up to date, accurate, relevant and fit for supplier management purposes
  - To support contractual arrangements/service agreements with all suppliers
  - To be the first point of contact for potential new suppliers



## Job description

- To authorise the use of any new suppliers
  - To check suppliers are charging the correct amounts
  - To ensure all suppliers are meeting the needs of Dorset Council
  - To delegate supplier management to others in Dorset Council where appropriate
  - To ensure that Dorset Council interfaces with suppliers in an efficient and effective manner
  - To monitor, report and escalate spend which is not compliant with Public Contract Regulations
  - To support contingency planning in the event of a key supplier failure
  - Minimise Dorset Council risks from poor supplier performance
  - Maintaining Dorset Council management information systems to ensure supplier information is up to date
12. Work with other public sector organisations to bring about improvements in spend management.
  13. Attend and contribute to meetings, conferences and seminars in Dorset, regionally and nationally in accordance with the requirements of the post.
  14. Ensure corporate policies and procedures, including sustainability, health and safety, diversity and IIP are integrated into all procurement activity.
  15. Establish strong links with colleagues across Financial Services to support budgeting and service planning.
  16. To represent the council and Dorset Procurement at various strategic high level meetings such as CBC, OGC and other collaborative and influential organisations.
  17. Any other duties designated by the Manager.

### Supervision and management

Reporting to: Head of Procurement and Commercial  
Responsibility for:

### Other factors

18. Personal computers, shared printers/copiers and laptops etc.
19. Frequent input to and interrogation of council's major financial systems and other databases.
20. Development of and ownership of budget monitoring.
21. Creation and management of systems for setting, monitoring and achieving savings targets.
22. Management and leadership of team members



## Job description

23. Typical office based, but a requirement to travel locally, regionally and nationally in support of the service.
24. Work will be subject to many strategic, tactical and operational, conflicting priorities
25. Targets will be set for procurement savings for both self and team members.
26. Some visits to sites which may require protective clothing and hard hats

### **Our behaviours**

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under ['Working for Dorset Council'](#).



# Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

## Essential

Essential criteria are the minimum requirement for the above post.

<b>Qualifications/ training/registrations</b>
Required by law, and/or essential to the performance of the role
1. CIPS Foundation Level 4
<b>Experience</b>
2. Experience in the procurement of goods and services
3. Track record of influencing suppliers to improve their performance
4. Experienced in changing parts of an organisation to be more efficient and effective
5. Manage major, corporate and cross-directorate projects
6. Leading on complex, high-risk projects in excess of £500k
7. Managing stakeholder relationship for project at strategic level
8. Initiate and manage major change programmes and deliver high levels of efficiencies, performance and savings
<b>Skills, abilities &amp; knowledge</b>
9. Knowledge of procurement best practice
10. Knowledge of category management
11. An understanding of contract law
12. An understanding of setting SLA's and KPI's for suppliers
13. Awareness of public sector procurement best practice
14. Knowledge of the Public Contracts Regulations 2015
15. Engagement with DCC staff and other stakeholders at strategic level using business partnering principles and approaches
16. Supporting major projects
17. Demonstrable ability to manage complex projects with a value in excess of £500k
18. Plan and measure performance through delivery of targeted savings and efficiencies.
19. Awareness of the strategic context for procurement requirements
20. Compliance with procedural needs through adherence to pre-defined rules/procedures and understanding when to seek advice/support with this.
21. Understanding of local government funding mechanisms in order to support delivery of procurement strategies for the most effective ways to use resources, procure effectively and deliver goals of improved spend management.
22. Ability to identify circumstances where the value, nature and/or risk require a particular approach to be taken.
23. Knowledge of markets and products, and able to apply procurement cycle processes in search of best value for money.
24. A commercial focus, with experience of strategic procurement .
25. Understanding of corporate governance arrangements and processes.
26. Experienced and skilled in dealing with stakeholders, commanding respect and creating confidence that an excellence service will occur.
27. Knowledge of project management.



28. Understanding of the overarching programme of work within the Team and interdependencies that may develop between projects.
29. Ability to apply strategic procurement processes, tools and techniques and an understanding of how to select and apply them to best effect.
30. Appreciation of financial accounts, financial appraisal and of supplier cost bases.
<b>Behaviours</b>
31. <a href="#">Responsibility</a>
32. <a href="#">Respect</a>
33. <a href="#">Recognition</a>
34. <a href="#">One Team: Collaboration</a>

## Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

<b>Qualifications/ training/registrations</b>
35. CIPS Level 6 (MCIPS)
36. Educated to degree level or equivalent
37. Project Management recognised qualification
<b>Experience</b>
38. Experience of working in a large organisation
39. Involvement in project management and use of tools and techniques for procurement
<b>Skills, abilities &amp; knowledge</b>
40. Knowledge of SAP or similar ERP systems
41. Financially literate and able to understand and interpret financial accounts

<b>Approval</b>			
Manager	Head of Strategic Finance	Date	19/07/2019

