

Lancaster City Council - Job Description & Person Specification

Job Title:	Procurement Officer	Grade:	Career graded role GGS7-GGS8	Job Code:	LCC074
Service/Team:	Legal Services/Procurement	Role Type: *Delete as appropriate	HYBRID	Reports to: *Title & LCC Code	Senior procurement Officer GLL0030
Line Managers: *Title/s & LCC Code	N/A				

Job Overview
<p>Overview</p> <ul style="list-style-type: none"> • To assist in the development, co-ordination, implementation and monitoring of the Council’s Corporate Procurement Strategy. • To be the first point of contact for all procurement and purchasing related matters and ensuring a response in a timely manner; routinely solving problems using own knowledge and experience and to undertake procurement and purchasing related activities. • To maintain the Council’s Contract Register. • This is a career graded role, dependant on qualification and experience. A post holder who does not have sufficient experience (providing public sector procurement advice/assistance) or qualification (CIPS Level 3 certificate and above) in public procurement may progress from a Grade GGS7 post to a GGS8 post upon sufficient demonstrable capability and experience or qualification having been obtained. An applicant with sufficient experience or qualification in public procurement may be offered a GGS8 graded role. • A post holder starting at Grade GGS7 would be expected to work closely with the Procurement Solicitor to deliver the direct responsibilities whilst gaining experience in procurement procedure and practise. A post holder starting at Grade GGS8 will work with the Procurement Solicitor to deliver the direct responsibilities but would be expected to deliver support and advice independently of the Procurement Solicitor.
Direct Responsibilities
<ul style="list-style-type: none"> • Provide appropriate procurement support and advice in accordance with the Council’s Procurement Strategy, Contract Procedure Rules, Financial Regulations and Procedures, the Public Contract Regulations 2015 and Procurement Act 2023 and other legal or regulatory requirements and / or guidance as may apply from time to time, to ensure integrity and effectiveness of the procurement function. • Develop and deliver training programmes; including guidance, on procurement functions and practices, such as the procurement procedure and practice, • Deliver training programmes; including guidance on procurement card scheme and purchase ordering. • Contribute to the introduction of new procurement software and policies, including testing. • Assist the Procurement Solicitor in reviewing, developing and updating the Council’s Procurement Strategy in line with best practice and corporate objectives and strategies.

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- Promote best practice in procurement and the role it plays at both operational and strategic levels in helping the Council meet its objectives and fulfil its core values.
- Deputise for the Procurement Solicitor as and when necessary.
- Manage and maintain a comprehensive, up to date corporate register of all contracts and schedule of forthcoming contracts, and provide advice as appropriate.
- Manage and maintain accurate, comprehensive procurement information for potential suppliers of corporate supplies and services, and provide advice as appropriate.
- Provide professional support and advice in the setting up and co-ordination of contracts for corporate purchases.
- Identify, assess and evaluate new procurement opportunities or developments and present associated reports and recommendations.
- Contribute to initiatives involving collaboration between the Council and external suppliers and / or other collaborative organisations.
- Provide support on social value and use of the Social Value Portal. Provide support to officers on the Chest, the Council's eSourcing portal for procurement.
- Provide accurate, timely and comprehensive management information to the Procurement Solicitor or other individuals or groups as appropriate, such information to include spending patterns, efficiency savings and other procurement activities.
- Manage the procurement card scheme to ensure accurate, timely recording of spend and the processing of applications, including maintaining a register of users' roles and responsibilities , liaising with the card provider and resolving any difficulties, to ensure the integrity of the scheme with all authorisation processes adhered to.
- Actively seek to consolidate the Councils spend in category areas, producing corporate contracts.
- Prioritise, and manage personal workload with the ability to meet and manage deadlines.
- Maintain and operate a procurement card

Primary Measurable Objectives

- Assist and advise officers with procurement of works, goods and services matters
- Administer and facilitate the procurement card program, including the management of cards, monthly reconciliation, closure of accounts and training.
- To provide accurate, timely and comprehensive information upon request.
- Provide functional/software support for the purchasing function within the financial suite of software.
- Assist the Procurement Solicitor

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Staff Management Responsibilities

The procurement officer will:

- Offer advice to colleagues on a number of policy, procedural or functional issues. Often challenging the officers for non-conformance.
- Work within a team environment for projects.

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	<p>GG57 & GGS8</p> <p>A good standard of education with a minimum of 5 GCSEs at grade C or above including Maths and English.</p> <p>GG58</p> <p>Procurement qualification (CIPS Level 3 certificate and above or similar) or meets the Essential Criteria for GGS8 experience (below)</p>	CIPS Certificate in Procurement	App Form, Interview, Certificate
Experience	<p>GG57 & GGS8</p> <p>Using Microsoft office and excel</p> <p>GG58</p> <p>Demonstrable capability and experience of public sector procurement advice/assistance or meets the Essential Criteria for GGS8 qualification (above)</p>	<p>Experience of working with IT systems within a financial management context and Microsoft office and excel</p> <p>Experience of advising a public sector body on public procurement</p> <p>Experience of giving training to staff or other persons</p>	App Form, Interview
Job Related Skills, Knowledge & Abilities	<p>GG57 and GGS8</p> <p>Excellent numeracy skills.</p> <p>Can carry out tasks following specific rules and procedures in the majority of work tasks.</p> <p>Can take responsibly for their own decisions and can ask for advice when needed.</p>	<p>Knowledge and understanding of public procurement including working practices and legal background</p> <p>An understanding of the statutory framework relating to procurement.</p> <p>Good functional knowledge of processes, principles and procedures as detailed in the</p>	App Form, Interview

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	<p>GGS8</p> <p>Demonstrates good knowledge and understanding of public procurement including working practices and legal background</p> <p>Demonstrates a good understanding of the statutory framework relating to procurement.</p> <p>Demonstrates good functional knowledge of processes, principles and procedures as detailed in the Council's Contract Procedure Rules.</p>	Council's Contract Procedure Rules.	
<p>Personal Attributes Including Interpersonal & Communication Skills</p>	<p>Good communication skills both in writing and orally</p> <p>Can work as part of a team and on own initiative.</p> <p>Organised and motivated</p>		App Form, Interview
<p>Special Requirements/Other</p>			App Form, Interview

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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	