

Job Title	Procurement Officer
Team	Procurement, Contracts and Programme Controls
Reporting To	Procurement Manager

About your role

The role will assist with the procurement management for large contracts and procurement, required by the Mayoral Combined Authority's procurement framework. The postholder will ensure compliance with procedures and process across the organisation through provision of advice and guidance to officers throughout the organisation, enabling them to achieve best value for money.

Why is your role important or how does it add value?

- You will support the procurement for a nominated area of spend and to support the manager in relation to that area of spend.
- Working collaboratively with all colleagues across the organisation and supporting them to procure a range of goods and services as required.
- Ensuring the ongoing development and implementation of systems, procedures and protocols to enable effective management of procurement.

What are the tasks or work areas you are responsible for?

- Support the implementation and delivery of procurement activity for identified business areas ensuring continuous improvement in costs and quality are achieved through good procurement practice.
- Working with teams across the authority to ensure that procurement activity aligns with the strategic objectives and business plans of the organisation, ensuring value for money is achieved.
- Support the development of process improvements across the procurement function, identifying new opportunities to enable the organisation to deliver its objectives.
- Providing support and advice to colleagues across the organisation to ensure good practice and compliance is applied to all procurement activity.
- Support the implementation of effective internal controls, through the design and function of a client orientated procurement management system for the MCA and related reporting requirements.
- Day to day responsibility for ensuring that procurement activity including tendering process, evaluation and award are completed in accordance with timescales.
- Work collaboratively with all teams across the organisation.
- Support activities relating to engagement with the supply chain and ensuring best practice supplier relationship management is in place and applied, to ensure that market engagement is optimised.

- Contribute and support development of the Procurement pipeline and associated MI in order to analyse spend activity to identify opportunities to consolidate spend and optimise buying power.
- Undertake any other duties commensurate with the role as requested by management

About You

What kind of **behaviours** are important?

Ambition	Does not give in easily, prepared to stick at things to get something finished - persistent
	A consistent and persistent focus on what matters most for delivery
Innovative	Urgency in identifying problems and finding imaginative ways to solve them – avoiding added bureaucracy or unnecessary work
	Willing to be challenged by colleagues – and to bring constructive challenge and support
Integrity	Organised and structured in how they work, demonstrating good personal time management
	Able to balance conflicting demands on their time, prioritises their workload well
Collaborative	Open minded to the ideas, contribution or comments from colleagues, does not dismiss what others have to say
	Willingly adapts their style to suit different situations
Flexible	Moves quickly to get things done, invests additional effort if needed to meet a deadline or a goal
	Open minded and receptive to new ideas and suggestions, acknowledges the benefit of change even if they have personal concerns
Impact	Understands the purpose of the organisation, knows the vision and the strategic intention of the organisation
	Sees opportunities to make processes or how they work better, speaks up and shares their ideas

What **qualifications** or wider knowledge do you need?

	E/D	A/I
Educated to A level standard or equivalent experience	E	A
Awareness and understanding of the whole life cycle of procurement and contract management approach.	E	A/I
Recognised accredited procurement or contract management professions qualification	E	A
Understanding of local government/public sector procurement issues	E	A

What previous **experience** is needed?

	E/D	A/I
Understanding and awareness of Local Government/public sector procurement issues e.g. competitive tendering requirement, achievement of value for money, need for a mixed economy, the role of procurement in the delivery of best value and efficiency	D	A/I
Experience in the preparation of reports, briefs to a variety of audiences	E	I
Previous experience of drafting and implementing operational processes and procedures (including tendering documents)	E	A/I

Awareness and understanding of how to drive the achievement of best practice value and efficiency improvements	E	I
What skills should you have?		
Strong communication skills in producing quality documentation including tender documentation, presentations and reports ensuring they are suitable for a wide range of different audiences.	E	A/I
Strong analytical skills applied to carrying out research and developing evidence-based programmes.	E	A/I
Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative to complete tasks under minimal supervision.	E	A/I
The ability to understand complexity and give accurate concise advice to decision makers and more senior colleagues.	E	A/I
Able to demonstrate ability to work on own initiative with flexibility and adaptability as well as being an excellent team player and being capable of working collaboratively.	E	A/I
Ability to prioritise activity in order to meet targets and deadlines to achieve objectives.	E	A/I
Good IT, analytical and financial skills with the ability to carry out reasonably complex assessments, evaluations and interpretations	E	A/I