

JOB DESCRIPTION



POST TITLE:	PROCUREMENT & CONTRACTS OFFICER
POST NUMBER:	FA11
GRADE:	E
RESPONSIBLE TO:	CORPORATE PROCUREMENT MANAGER
RESPONSIBLE FOR:	Assistance in maintaining and delivering a high quality corporate procurement service.
LIAISON WITH:	Corporate Procurement Manager, Heads of Services, Group Managers and members of staff, together with existing and potential external suppliers

KEY CORPORATE ACCOUNTABILITIES:

1. Contribute towards effective delivery of the Procurement Strategy.
2. Deputise for the Corporate Procurement Manager as and when required.
3. Conduct all procurement of goods and services in line with Public procurement legislation and MDDC policies and procedures.
4. Draft or Proof read and issue/publish via the electronic procurement portal, PIN notices, invitations to bid, tender documentation, bid comparisons, contract publication and award documentation as required by other MDDC service areas or management determining procurement mechanisms that will ensure fair and open competition.
5. Administer contracts, purchase orders, agreements and sub contracts while maintaining accurate and complete procurement files;
6. With the support of the procurement manager, ensure current procurement policies are aligned with best practice, public procurement legislation, MDDC's own policies and procedures.
7. With the support of the procurement manager, revise and adjust as is required to ensure MDDC remains compliant with all relevant public procurement legislation and regulations;
8. Review all MDDC contracts and ensure procurement activities in each project are compliant with Public procurement legislation and MDDC policies and procedures, that the contract continues to support the authority's and service areas needs throughout the term of the contract, this to be managed and recorded on at least a 3 month rolling basis for each contract.
9. Manage and administer all MDDC's contracts and agreements including the contracts register to ensure contractors' compliance and performance, ensuring accurate and timely reporting to MDDC's systems;
10. Maintain accurate records of procurement activity to ensure future provisions for benchmarking.
11. Liaise with staff at all levels to ensure customer satisfaction whilst achieving value for money.
12. In the absence of the Procurement Buyer, where critical, train, support and monitor users on corporate Purchase ordering and eSourcing systems.

13. Represent the Authority at regional eSourcing user group and any other external meetings that may be required.
14. Any other duties required by Corporate Procurement Manager.

KEY SERVICE ACCOUNTABILITIES:

1. Manage relationships with other team members, partners and relevant stakeholders, plan all deliverables and activities, review their progress and address deviations in terms of timelines and quality, based on any planning deliverables and in accordance with Public procurement legislation and MDDC's Procurement Policy
2. Support Service Managers through the tender process for the procurement of contracts.
3. Provide support, guidance and feedback for suppliers who are interested in bidding for Council work, including supplier engagement events and opportunities.
4. Negotiate with suppliers to obtain prices, delivery, specifications and contract duration for lower value contracts.
5. Provide project support for Corporate Procurement Manager.
6. Take an active role in User Group meetings to improve the procurement service.
7. Support Business Development and reduce risks to MDDC by reviewing and advising on the correct Terms and Conditions to be used for upcoming contracts and advising colleagues and management on areas of risk implications and compliance issues
8. Attend project team meetings, take minutes and action points.
9. In the Absence of the Corporate Procurement Buyer, provide cover for the day to day running of the Procurement function including checking and setting up suppliers, processing orders, reconciling spend on p-cards and petty cash.
10. Any other duties as may be assigned by the Corporate Procurement Manager in the Corporate Procurement Manager or Procurement Buyers absence

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

The Procurement and Contracts Officer will work under the supervision of the Corporate Procurement Manager and together with project and administrative staff to ensure timely and compliant procurement of goods and services and tight management of contracts.

In line with MDDC's finance and procurement regulations, much of MDDC goods, services and project work is procured and implemented under other public authority collaboration, collaborative frameworks, sub-contracted service providers on long and short term contracts that need to be monitored and managed to ensure appropriate service, financial controls and reporting procedures are followed and requirements are met for all service areas within MDDC.

HEALTH AND SAFETY:

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

DATA PROTECTION:

It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

EQUAL OPPORTUNITIES

The Council is committed to providing equality of opportunity, and has an Equal Opportunities Policy, which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Policy.

RISK MANAGEMENT:

The Council has a Risk Management Strategy and it is the responsibility of Group/Senior Managers to comply with the contents including leading the risk management process within their service; identifying and managing significant operational risks.

SAFEGUARDING CHILDREN AND ADULTS AT RISK:

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Date October 2020



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION

PROCUREMENT & CONTRACTS OFFICER

CAETGORY	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<ul style="list-style-type: none">• Experience of communicating with staff at all levels.• GCSE – English and Maths grade C or above• Postholder will also be required to keep abreast of the latest purchasing techniques and legislative changes• Experience of managing a tender process and/ or contract negotiation	<ul style="list-style-type: none">• Purchasing and supply chain experience• Experience of contract management and/ or supplier engagement• Experience with procurement and contracts administration under EU funded contracts or agreements
Knowledge and Expertise:	<ul style="list-style-type: none">• Understanding of the ‘demands’ of local government, value for money/ more for less agenda.• Dealing with the interaction between internal service requirements and contractor engagement• IT literate – Microsoft Word, Excel, Outlook, ECDL Level 2 or above• Knowledge of electronic tendering systems	<ul style="list-style-type: none">• MDDC financial regulations• Understanding of procurement issues in local government
Skills:	<ul style="list-style-type: none">• Excellent interpersonal, communication and influencing skills• Organised with strong administration skills• Ability to work with team structures to meet business requirements• Analytical• Negotiating	<ul style="list-style-type: none">• Knowledge of IT systems – eFinancials, eProcurement, eSolutions, ProContract• Able to initiate and drive change and improvement
Personal Attributes:	<ul style="list-style-type: none">• Honest, reliable, ability to work under pressure and respond to deadlines• Flexible but structured approach to work• Approachable and understanding	<ul style="list-style-type: none">• None
Special Requirements:	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• None

Date: October 2020