

## **London Borough of Lambeth Job Description**

<b>Job title:</b>	Senior Procurement Officer
<b>Grade:</b>	PO4
<b>Directorate:</b>	Finance & Investment
<b>Division:</b>	Finance & Property
<b>Service:</b>	Procurement
<b>Reports to:</b>	Category / Procurement Manager
<b>Responsible for:</b>	Up to 5 team members / procurement officers

### **Main purpose of the post:**

This post holder deputises for the Category / Procurement Manager in all matters across the category. The post holder will assist with the planning, managing and co-ordinating work of a team tasked with delivering a category specific multi-million pound annual procurement programme for the council.

The post holder will help shape the strategic plan for procurement for the category. They will be responsible and accountable for the delivery of specific projects that form part of the overall procurement programme across the council, which will include, the tender processes and delivering against the Council's outcomes on commercial negotiations to secure the best value outcomes for end users and residents.

### **The post holder will:**

1. Play a key role in shaping and implementing the procurement strategy for the category with a focus on collaborative working and partnering.
2. Assist in the category leadership of a professional procurement team to plan tendering projects and to negotiate and deliver value for money contracts.
3. Fully participate in the development and delivery of a one-year category specific programme for procurement that meets service timescales, facilitates the delivery of improved services, achieves value for money and is in keeping with the Council's priorities.
4. Support leadership and provide expert advice and implement procurement best practice to deliver tendering projects across the category for the council.
5. Participate in the implementation of contract and relationship management practices across the category for the council, working with colleagues, end users and providers.
6. Ensure that contract leads across the category for the council are trained and suitably equipped to carry out their contract performance and supplier relationship management responsibilities in line with the agreed practices.

7. To maintain an up to date and expert knowledge of changes in legislation and understanding their impact for the category and for the council. To identify, contribute and assist in updating council procurement policies and procedures accordingly within Lambeth's governance arrangements.
8. Working with relevant colleagues to improve the strategic relationships with partners, suppliers and others to achieve value for money throughout the contract life cycle.
9. To quantify spending at category levels of all goods and services, identify, contribute and implement a year over year cost saving programme. Use a category management approach to spend analysis.
10. Develop and agree with the Category / Procurement Manager an annual work programme for the category, participate, manage and monitor the programme and team performance. Agree relevant objectives and targets to ensure the delivery of value for money services.
11. Produce reports and guidance documents on significant issues including supplier performance, strategic market management and policy matters as defined by the category team.
12. Participate in the development of market intelligence reporting through structured benchmarking, market research and peer networking by the service contract managers. Assist the presentation of the information to senior managers in order to inform future direction and the pace of change, future procurement strategy and contract packaging.
13. Recognise the necessary flexibility required to work as part of the category team and the wider professional procurement cohort and organisation as demand develops and changes from time to time.
14. To manage and develop Procurement Officers and Procurement Support Officers.
15. Exercise vigilance and awareness to prevent fraudulent activities in line with the Council's financial regulations, establish mechanisms to ensure separation of project management from delivery of contracts.
16. Carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, and other relevant legislation, as well as Council policies, procedures, Standing Orders and Financial regulations.
17. Undertake any other duties that may be required to meet the exigencies of the service. These may be varied from time to time to meet the needs of the service.

### Person Specification

**Job title:** Senior Procurement Officer  
**Grade:** PO4  
**Directorate:** Finance and Investment  
**Division:** Finance and Property  
**Service:** Procurement  
**Reports to:** Category / Procurement Manager  
**Responsible for:** Up to 5 team members

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application <b>(A)</b></p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.</p>			<b>Short listing Criteria</b>
<i>Education</i>	<b>Q1</b>	<p>Educated to degree level and a professional procurement qualification e.g. CIPS</p> <p>For current employees, there is an expectation that they will hold or be willing to work towards a relevant qualification.</p>	
<i>Key Knowledge</i>	<b>K1</b>	Considerable and in depth working knowledge of current policy issues affecting local authorities in relation to contract procurement	✓ <b>A</b>
	<b>K2</b>	Comprehensive and in depth working knowledge of contract management, supplier relationships and monitoring processes, pricing and financial mechanisms, risk management techniques and contingency planning.	✓ <b>A</b>
	<b>K3</b>	Detailed knowledge and working experience of managing tendering processes and projects, pricing and financial mechanisms, risk management techniques and contingency planning.	✓ <b>A</b>
<i>Relevant Experience</i>	<b>E1</b>	Considerable experience defining business needs and identifying principle demands and cost	<b>A</b>

	<b>E2</b>	drivers for services Understanding of procuring complex and business critical contracts and services within a public sector environment	✓A
	<b>E3</b>	Delivery of above OJEU threshold Procurement Projects; including end to end Procurement Activities.	✓A
<b>Key Behaviours PO4</b>			
<b>Focuses on People</b> is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people.			
<b>Takes Ownership</b> is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.			
<b>Works Collaboratively</b> is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.			
<b>Communicates Effectively</b> is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.			
<b>Focuses on Results</b> is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better			✓A

# Procurement structure

