

## Procurement Officer

£26,500 pa  
Full Time, Permanent Position  
Norwich, Norfolk

Eastern Procurement is a not-for-profit organisation offering specialist OJEU compliant framework agreements and professional contract management services to local authorities, social landlords and other public sector bodies. We work closely with our members to deliver efficient, high quality products and services for the refurbishment and maintenance of social housing and public sector buildings.

Due to the success and growth of the company we are looking to appoint an exceptional and highly motivated Procurement Officer to join our talented office based team.

Your primary responsibility will be:

- The project management and undertaking of all aspects of procurement at Eastern Procurement Ltd (EP) to agreed timescales and budgets
- Ensuring the development of effective procurement models and strategies to meet the objectives of the organisation
- Ensuring all procurements achieve optimum value for money, comply with all current legislation, best practice and is free from error and any potential for legal challenge.

Person Specification:

- Significant knowledge of EU/UK public procurement law
- Good understanding of Public Sector Financial Governance arrangements
- Verifiable knowledge of eProcurement P2P systems
- A business professional with strong communication skills
- Quality focused with a good knowledge of the principles of customer service
- Problem solving and decision-making skills
- Ability to produce a wide range of well-written documentation aimed at various audiences

In the first instance please email your covering letter and current, up to date C.V to [sharon@eastern-procurement.co.uk](mailto:sharon@eastern-procurement.co.uk) with your availability.

Closing date for the application is the 4<sup>th</sup> September 2017

**\*\*Strictly No Agencies\*\***

<b>Job Title:</b>	<b>PROCUREMENT OFFICER</b>	<b>Responsible to:</b>	MANAGING DIRECTOR / PERFORMANCE AND QUALITY MANAGER
<b>Salary:</b>	<b>£26,500</b>	<b>Working Hours:</b>	Full-Time (37 hours per week)
<b>Working Base</b>	Ashwellthorpe Office		

## Job Purpose

Responsible for

- the project management and undertaking of all aspects of procurement at Eastern Procurement Ltd (EP) to agreed timescales and budgets
- Ensuring the development of effective procurement models and strategies to meet the objectives of the organisation
- Ensuring all procurements achieve optimum value for money, comply with all current legislation, best practice and is free from error and any potential for legal challenge.

## Job Responsibilities

**1.**

### **Strategy and Corporate Objectives**

To contribute to the overall strategy development of the business and work toward the agreed strategy and objectives.

Working with the MD, EP Management Team and where appropriate Members to develop and agree individual Framework and Contract Procurement Strategies to ensure each meet company Objectives.

Procurement Activities

Maintain and develop existing procurement processes and strategies to meet the needs of the business including

- Delivering sound procurements that deliver anticipated results on time and within budget
- Management of risk, adviser input and use and internal and external relationships

**Procurement Project Management:**

To lead weekly 'one-hour' procurement meetings, including updates on:  
Progress against key milestones on major procurement projects including a review of progress in the previous week and any emergent issues  
Plans for the coming period (ensuring effective support from the team is diarised, ideally at least 8 weeks in advance)  
Identification of any risks or issues  
Agreeing any changes to plans / actions required  
Generating Board reports each quarter (using a template document).

Maintain a contract Schedule, lead on renewals of contracts to ensure continuity of service is guaranteed, and where necessary manage the effective termination of contracts to the satisfaction of all parties, and support the Members and the Delivery Manager in achieving an effective transition from one arrangement to another.

**EU / Major Procurement Activities**

Undertake procurements including:  
Drafting of procurement documents and co-ordinate the involvement of the team, advisers and members in the setting of: terms and conditions and specifications, procurement and selection of suppliers, contractors and specialists.  
Publishing of notices and Tenders using our procurement portal  
Evaluation of tenders, including the involvement of technical specialists and customers  
Managing standstill period, s20 consultations, awarding contracts and producing award reports.

**In Framework / Minor Procurement Activities**

Undertake procurements including:  
Drafting of procurement documents and co-ordinate the involvement of the team, advisers and members in the setting of: terms and conditions and specifications, procurement and selection of suppliers, contractors and specialists.  
Publishing of notices and Tenders using our procurement portal  
Evaluation of tenders, including the involvement of technical specialists and customers  
Managing standstill period, s20 consultations, awarding contracts and producing award reports.

**Due Diligence**

To work within our risk management framework to ensure risk is understood and mitigated to best effect. Co-operate with our team, auditors and audit processes; ensuring audit trail is in place for all projects and work with auditors to achieve continuous compliance.

	<p>Ensure compliance with departmental procurement policies and procedures and all UK/EU public procurement competition legislation</p> <p><b>Handover</b>          Ensure all new contracts and contractors are fit for purpose at the point of procurement and that all matters are in order for contracts to be issued and signed electronically (docusign)          Work with our Quality and Performance Manager, Office Co-Ordinator and Delivery Manager to ensure an effective handover from procurement to operational delivery.          Work with our Relationship Manager and Delivery Manager to ensure appropriate knowledge is gained by them to ensure an effective sales and customer engagement process, including the development of template documents for the undertaking of mini-competitions (post major procurement award / in framework)</p> <p><b>Establish, develop and maintain procurement systems.</b></p> <p><b>Procures and manages our relationship with legal and other 3<sup>rd</sup> party advisers, questioning judgements and guidance accordingly.</b></p>
4.	<p><b>Support and Advice</b></p> <ul style="list-style-type: none"> <li>• Provide advice on all Procurement matters, to members and colleagues.</li> <li>• Undertake and support others in the delivery of mini tenders and direct selections</li> <li>• Keep fully informed of all regulations, legislation and issues with regard to the areas of service delivered by EP and its contractors.</li> </ul>
5.	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>• To contribute to the setting of annual budgets by supplying Procurement related information at budget setting time.</li> <li>• To monitor and control related budgets and to identify appropriate remedial actions in cases of potential overspends.</li> <li>• To ensure that projects are completed within the budget available.</li> </ul>

<b>6.</b>	<p><b>Data Protection</b></p> <ul style="list-style-type: none"> <li>• To be aware of and comply with legislation and policy</li> </ul>
<b>7.</b>	<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Have presence in the office, in meetings and use a variety of styles to achieve objectives</li> <li>• To be available to work outside of normal office hours, including the possibility of weekend working, as required by the MD</li> <li>• To undertake such other duties as may be appropriate to achieve the objectives of the Post or assist EP in the fulfilment of its objectives and commensurate with the post holder's level, abilities and aptitudes.</li> </ul>

**Corporate Responsibilities**

Staff will be expected to carry out the following, to

- Work cooperatively with colleagues to deliver the objectives of the strategic business plan and annual objectives
- Work an efficient and effective way, identifying and sharing ideas for continuous improvement
- Maintain the highest standards of integrity and probity, adhere to legislative requirements and adhere to the principles of best practice
- Be thoughtful, creative and innovative in the development of the service
- Facilitate and maintain good working relationships with clients / members, suppliers, colleagues and potential members and suppliers
- Be responsible for proactively identifying and working towards meeting his / her development needs to ensure his / her continued success in their evolving job role, in cooperation with managers,
- Observe the strictest confidence in confidential commercial matters
- Promote and embed equal opportunities and equality and diversity and, in doing so, carry out their duties in accordance with EP's approved strategy, policies and procedures.
- Constantly strive to achieve excellence and contribute to EP's continuous improvement and ensure that all activities provide value for money.
- Follow all EP's Health and Safety policies and procedures, promoting and ensuring a healthy, safe and secure working environment for all.
- Ensure that EP effectively manages its risks by taking considered actions and contributing to the successful delivery of EP's Risk Management Strategy.
- Demonstrate personal and professional behaviours that meet EP's values. In doing so, establish and sustain trust and confidence with stakeholders, partners, tenants and communities, and build a positive corporate reputation and represent EP at all levels.
- Undertake other such duties as may be required from time to time commensurate with the level of the post.

### **Other Duties and Review of this Job Description**

The duties and responsibilities described in this job description are intended as an outline of the general areas of activity but are not an exhaustive list. There may be a requirement to undertake other reasonable duties to support Eastern Procurement Ltd and its members. These may be based at other sites.

It is anticipated that as the organisation develops it may be necessary to vary the responsibilities of the job and the postholder will need to adapt to these changes. Any such review will be undertaken in consultation with the postholder.

### **Competencies – Level 3**

- Commitment to the Organisation
- Communicating and Influencing
- Customer Service
- Embracing Change
- Equality and Diversity
- Leadership
- Team Working
- Working Efficiently and Effectively
- Procurement and Commercial

<b>EP Competencies - Level 3</b>	Essential 85% or better	At Interview
<b>KNOWLEDGE and SKILLS</b>		
<b>Requirement</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Significant knowledge of EU/UK public procurement law	Essential	Test, Interview and Application form
Significant knowledge of Public Sector Financial Governance arrangements	Desirable	Probing at Interview and from the application form
Demonstrable knowledge/experience of eProcurement P2P (Procure 2 Pay) systems, and eTendering systems and processes.	Desirable	Probing at Interview and from the application form
<b>EXPERIENCE</b>		
<b>Requirement</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Experience and knowledge of EU procurement, tendering and contract management processes,	Essential	Interview and from the application form
Confident ICT user – significant experience of using Microsoft Word, Excel, e-mail and internet to a good level.	Essential	Test
Experience of applying risk management techniques.	Essential	Interview and from the application form
Experience of using an electronic tendering system.	Desirable	Interview

Experience of developing and implementing relevant procurement strategies for a variety of categories of goods, works and/or services.	Essential	Interview
Proven ability to manage, prioritise and meet deadlines with a demanding workload, including the ability to work unsupervised if necessary.	Essential	Interview
Ability to influence senior stakeholders, including successfully facilitating joint decision-making and building productive relationships between business units, other organisations and suppliers.	Essential	Interview
Ability to communicate with suppliers and a range of customers at face-to-face meetings and via telephone and e-mail/other written communications.	Essential	Application Form
Ability to compile, produce, summarise and present management/statistical/technical reports (and other documentation), using strong analytical skills and ensuring attention to detail.	Essential	Test
Demonstrable commercial acumen, ability to negotiate and achieve best value from procurement processes.	Essential	Interview
Ability to produce a wide range of well-written documentation aimed at various audiences, including reports, strategies, and Procurement Documentation	Essential	Interview
Experience of managing projects	Desirable	Interview



<b>QUALIFICATIONS</b>		
<b>Requirement</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Qualification equivalent to Level 3 of the National Qualifications Framework	Desirable	Documentary evidence, From the application form, Probing at interview
CIPS Diploma in Procurement and Supply (or equivalent)	Desirable	Documentary evidence, From the application form, Probing at interview
Member of CIPS or equivalent procurement experience.	Desirable	From the application form
<b>EQUALITIES</b>		
<b>Requirement</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Understanding of, and commitment to, Equal Opportunities	Desirable	From the application form, Probing at interview
<b>Other</b>		
<b>Requirement</b>	<b>Essential/Desirable</b>	<b>Measurements</b>
Ability to travel independently and current driving licence and vehicle.	Essential	From the application form, Probing at interview