

Job Description

Contract and Procurement Officer Level II

Role Profile	Grade BCP Band F
Service/Team	Finance / Strategic Procurement Team
Reports to	Procurement Category Manager
Responsible for	N/A
Number of posts	1
Post number	9526
Career Grade	N/A

My job improves the quality of life for the people of Bournemouth Christchurch and Poole by ensuring compliant procurement processes are followed and maximising value for money.

Job Overview

To provide support to a team or business unit to support the procurement and/or management of contracts, in accordance with Council governance and regulations, procurement legislation and best practice.

Key Responsibilities

Contract Management/Supplier Relationship Management (SRM)

- Support the management of contracts so that they are performed and monitored in accordance with contractual KPI's, compliance, processes and are in line with Council policy, procedures and governance.
- Act as the main point of contact for contracts to enable the processing and handling of enquiries from service users and suppliers to support their needs.
- Collate financial information and monitor budgetary expense or income streams proactively, to enable the service and associated contracts to be delivered in accordance with financial requirements
- Support projects to improve contracts or services, to help ensure that they are delivered in accordance with quality, time and cost requirements.

Procurement & Contract Administration Management

- Produce tender and contract documentation such as specifications, in line with well-defined requirements and specified content, to support the procurement and management of contracted services.
- Provide advice and support to officers on procurement and contract management processes and policy of the Council, so that financial and legal liabilities of the Council are met, and best value derived from contractual relationships.

- Establish and maintain records of contractual arrangements including pre-qualification, tendering or purchasing arrangements and contract monitoring information, to inform analysis and identification of potential efficiencies or performance issues.
- Assist in the preparation of costings and budget estimates in the negotiation and preparation of contracts, to inform decisions on contract payments, values, and internal budgeting.

Specific Qualifications and Experience

- Educated to A Level or equivalent
- Understanding of procurement and contracting processes, including those relating to the development of specifications and contract documents, and payments.
- Experience of using procurement and contracting procedures (including legal and regulatory requirements and the risks of non-compliance) and within tight timeframes against monitored deliverables.
- Experience of using e-procurement and tendering portals
- Excellent IT (including the use of Excel, Word and Outlook) and analytical skills

Personal Qualities & Attributes

- Ability to plan and organise own work and deal with competing demands.
- Ability to have a flexible approach to workload, understanding different customer needs
- Ability to use interpersonal skills to listen to others and new ideas in a constructive and positive manner and to develop solutions to a range of problems.
- Ability to communicate effectively and cause understanding in others, including challenging unhelpful behaviour, drawing on knowledge of services and procurement/contractual regulations and associated processes to build supportive, positive and trusting relationships.

Job Requirements

- Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.