

Job Title: Governance, Compliance, and Systems Officer

Location: Hybrid

Department: Procurement and Contract Management

Reports To: Senior Governance, Compliance, and Systems Officer

Salary: BCP Band G

Contract Type: Full-time, Permanent

Hours: 37

Job Purpose:

The Governance, Compliance, and Systems Officer will support the procurement and contract management functions within the council, ensuring compliance with statutory regulations, governance frameworks, and council policies. The post holder will work closely with the Senior Governance, Compliance, and Systems Officer to implement and maintain systems and processes that facilitate effective procurement and contract oversight, contributing to transparency, accountability, and value for money.

Key Responsibilities:

Governance:

- Assist in maintaining and developing the council's procurement and contract management governance framework, ensuring compliance with relevant laws, such as the Public Contracts Regulations 2015.
- Support the procurement and contract management service in implementing best practices and ensuring decisions align with the council's strategic goals.
- Prepare and present reports on governance and procurement activities for internal and external stakeholders, including senior management and committees.
- Maintain accurate records of procurement activities, contract decisions, and supplier performance, ensuring that these are in line with governance standards.

Compliance:

- Monitor compliance with procurement laws, internal financial regulations, and council-specific policies, ensuring that all procurement activities meet the highest ethical standards.
- Assist with audits and investigations, identifying potential non-compliance issues and helping to resolve them in collaboration with relevant departments.
- Ensure all contracts and procurement processes adhere to legal requirements, particularly around data protection (GDPR), anti-bribery, and modern slavery legislation.
- Provide guidance and advice to internal teams on procurement compliance issues, supporting ongoing training and awareness initiatives.

Systems Management:

- Support the administration and maintenance of procurement and contract management systems, ensuring they are used effectively and efficiently across the council.
- Collaborate with IT and the Senior Governance, Compliance, and Systems Officer to update and optimise procurement systems, ensuring they meet user needs and are compliant with internal and external requirements.
- Provide support and training to staff using procurement and contract management systems, troubleshooting issues and ensuring data integrity.
- Oversee the accurate input and maintenance of data in the procurement systems, ensuring compliance with data protection and information governance standards.

Key Duties:

- Act as a key liaison between the procurement service and internal departments (e.g., legal, finance) to ensure governance and compliance in procurement activities.
- Assist in identifying and managing risks related to procurement and contract management, escalating any high-risk issues to senior officers when necessary.
- Contribute to the continuous improvement of procurement processes and systems, driving efficiency and ensuring best practices.
- Assist in the review and evaluation of supplier contracts, ensuring they align with the council's policies, ethical standards, and value for money principles.
- Maintain awareness of changes in procurement law, industry trends, and regulatory updates to ensure ongoing compliance.

Person Specification:

Essential:

- Knowledge of procurement and contract management processes, ideally within the public sector.
- Familiarity with UK procurement regulations, including the Public Contracts Regulations 2015 and other relevant legislation.
- Strong understanding of governance and compliance principles within a local authority context.
- Proficient in the use of procurement and contract management systems, with experience in data management and system optimisation.
- Excellent attention to detail and strong organisational skills.
- Ability to communicate effectively with a range of stakeholders, both written and verbal.
- Strong problem-solving skills and the ability to work under pressure to meet deadlines.

Desirable:

- Experience in public sector procurement or contract management roles.
- Relevant professional qualifications (e.g., CIPS, procurement, governance, or compliance certifications).
- Experience in delivering training or system support for procurement tools.
- Familiarity with public sector governance frameworks and audit processes.