

Job Description

Procurement and Contracts Officer



Role Profile	Profile – Specialist 4: Grade H
Service/Team	Finance Procurement and Contract Management
Reports to	Procurement Category Manager / Senior Procurement and Contracts Officer
Responsible for	N/A
Number of posts	
Post number	- - - - -
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 support the Procurement and Contract Management department in the delivery of procurements, and management of contracts, in compliance with Public Contract Regulations 2015 (PCR15), Concession Contracts Regulations 2016 (CCR16), Procurement Regulations 2024 (PR24), BCP Council's Financial Regulations.

Key Responsibilities

- To ensure the objectives of the department, including safeguarding financial and legal liabilities of the Council in respect of procurement and contract management are achieved.
- To provide support to Procurement Category Managers in giving advice and assistance to Council officers on procurements in compliance with PCR15, CCR16, PR24 and the Council's own Financial Regulations.
- Provide advice and support to Council officers on procurement processes and any relevant policy where required.
- Lead on tendering and contract management including the drafting of tender documentation, tender evaluation and contract award.
- Comply with internal spend controls.
- Maintain records in the public domain on the Council's contracts register.
- Identify opportunities for financial savings and efficiencies and offer solutions how cost reductions can be achieved.

Specific Qualifications and Experience

- Excellent IT and analytical skills
- Previous experience of using work processes and procedures (including legal and regulatory requirements and the risks of non-compliance) and within tight timeframes against monitored deliverables

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

Personal Qualities & Attributes

- Excellent communication skills and ability to work with others at all levels within an organisation.
- Ability to make timely appropriate decisions about own work priorities considering project deadlines and timetables.

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.