

# Senior Procurement and Contracts Officer

## Job Description

<b>Role Profile</b>	BCP Band K
<b>Service/Team</b>	Procurement and Contract Management
<b>Reports to</b>	Procurement Category Manager
<b>Responsible for</b>	Procurement and Contracts Officer
<b>Number of posts</b>	up to 2
<b>Post number</b>	
<b>Career Grade</b>	n/a

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** delivering value for money, ensuring compliance with public procurement regulations, and overseeing the management of significant contracts across the council.

### Job Purpose:

The Senior Procurement and Contract Management Officer will be responsible for leading high-value and complex procurement exercises, managing supplier relationships, and ensuring the effective delivery of goods, services, and works that align with the council's strategic objectives. You will also advise and support colleagues across the organisation in all aspects of procurement and contract management, promoting best practices and achieving continuous improvement.

### Key Responsibilities:

#### 1. Procurement Management

- Lead on end-to-end procurement processes for high-value and complex contracts in compliance with UK public procurement law, Council regulations, and best practice.
- Develop and implement procurement strategies for a variety of categories, including services, supplies, and works, ensuring alignment with the council's objectives and budgetary requirements.
- Prepare and manage the tender process, including drafting tender documentation, evaluating bids, and awarding contracts.
- Provide accurate, clear, consistent and supportive advice to internal stakeholders regarding more complex procurement and contract management sectors/categories, so that they are provided with cost benefit analysis of compliant options concerning procurement type, remedial action, or the structuring of contracts and specifications.

#### 2. Contract Management

- Monitor supplier performance and delivery on major contracts, ensuring key performance indicators (KPIs) and service levels are met by suppliers.
- Negotiate contract terms and conditions, ensuring clarity, value for money, and risk mitigation – working closely with the Legal and Finance teams as required to ensure effective contract management and resolution of any contract disputes.

#### 3. Supplier and Stakeholder Engagement

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

- Develop and maintain effective relationships with suppliers to ensure the delivery of high-quality services and the identification of opportunities for cost savings and service improvements to be developed and implemented.
  - Act as a key point of contact between internal departments and external suppliers, fostering strong stakeholder relationships to support collaborative working and problem-solving.
4. Governance and Compliance
- Ensure all procurement and contract management activities adhere to public procurement rules, council policies, and governance procedures.
  - Maintain accurate records of all procurement and contract management activities, to inform clear audit trails on decisions and reporting as required.
  - Support the development and implementation of standard operating procedures, templates and training to improve quality standards.
  - Actively contribute to risk management processes, ensuring risks associated with procurement and contract delivery are identified, assessed, and managed.
5. Financial and Performance Reporting
- Deliver value for money through effective procurement strategies, identifying opportunities for cost savings and efficiency improvements.
  - Monitor and report on procurement and contract performance, providing analysis and recommendations to the senior leadership team.
  - Support budget holders and project managers in the management and scrutiny of financial information relating to services, budget, bids, and contracts, so that proper financial management and control is delivered.
6. Continuous Improvement
- Lead on initiatives to drive innovation, quality, efficiency, and sustainability in procurement practices.
  - Keep abreast of market trends, legislative changes, and best practices in procurement and contract management.
  - Manage the continual professional development of the team by providing mentorship, guidance, and training to achieve service aims and ensure statutory and best practice outcomes are achieved.
  - Understand the importance of diverse talent during recruitment and development practices
  - Plan and organise the activities of others, considering both short and long-term implications to ensure strategic direction is supported.

### **Specific Qualifications and Experience**

- Degree in Procurement, Supply Chain Management, Business, or a related field, or equivalent relevant experience.
- Professional qualification such as CIPS (Chartered Institute of Procurement and Supply) or equivalent (Desirable)
- Management qualification (or equivalent experience)
- In-depth knowledge of public sector procurement frameworks and regulations.
- Significant experience in leading complex procurement exercises within the public sector, particularly in compliance with Public Contracts Regulations 2015, including development of specifications and KPIs and advising on form and design of bid evaluation models.

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- Proven experience in contract management and supplier performance oversight.

### **Personal Qualities & Attributes**

- Ability to persuade, negotiate commercial terms, influence stakeholders, and motivate teams of technical or professional staff.
- Ability to work autonomously and manage multiple procurement projects concurrently.
- Strong analytical and problem-solving skills with an ability to deliver effective procurement solutions.
- High level of organisational and project management skills.
- Experience working within a local authority or public sector environment would be desirable.
- Knowledge of category management principles.
- Experience in managing complex, high-value contracts in construction, social care, or IT.

### **Job Requirements**

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

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