

Job Description

Procurement and Contracts Officer



Role Profile	Profile – Specialist 4: Grade H
Service/Team	
Reports to	Strategic Procurement Manager/Category Procurement Manager
Responsible for	N/A
Number of posts	1
Post number	- - - - -
Career Grade	N/A

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

Job Overview

To support the Procurement and Contracts Team in the delivery of procurements projects that are being delivered to meet Public Contract Regulations, BCP Council's Financial regulations and maximises value for money.

Key Responsibilities

- To ensure the objectives of the team, including safeguarding financial and legal liabilities of the Council in respect of procurement are achieved.
- To provide support to the Category and Contracts Leads and Head of Procurement in giving advice and assistance to Council Officers on procurement in respect of legislative requirements (including above Public Contracts Regulations 2015 (PCR2015) thresholds) and the requirements of the Council's own Financial Regulations and Standing Orders relating to Contracts and Tenders.
- Provide advice and support to Council officers on procurement processes and any relevant policy where required.
- Assist officers where required with tendering and contract management including the drafting of tender documentation, tender evaluation and contract award.
- Contribute to the development, implementation and management of the contract registers.
- 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.