

Epsom & Ewell Borough Council

Role Profile

Role Title:	Procurement and Contracts Officer
Job Family:	Technical & Professional
Service:	Policy and Corporate Resources
Location:	Town Hall, The Parade, Epsom, Surrey KT18 5BY
Reporting To:	Procurement & Contracts Manager

<p>Role Purpose:</p> <p><i>Why the role exists and its contribution</i></p>	<p>To provide effective technical and professional guidance that enables the service to maintain the high standards and meet statutory requirements.</p> <p>As a member of the council's team, contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture</p>
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Main Duties and accountabilities

Service Specific	<p>Procurement:</p> <p>To provide support and deliver under and over threshold procurements in line with Council policy and Public Contract Regulations through the following responsibilities:</p> <ul style="list-style-type: none"> • To manage a programme of procurement projects, including a above-threshold and local tenders, quotations and Framework Agreements. • To provide specialist procurement advice and support to council departments • To be active in achieving and pursue efficiency savings by identifying innovative procurement opportunities. • To assist in the delivery of the Procurement Strategy and the associated work programmes • Actively manage the councils contract register ensuring accuracy and compliance with transparency legislation. • Management of the Councils eSourcing portal In-Tend. Training officers on its use and maintaining compliance. • Training and advising officers on the Councils Contract Standing Orders (CSO's) ensuring compliance. • Managing the waiver process ensuring waivers are accurately written, in line with the CSO's and appropriate approval is achieved. • Submitting Find-A-Tender (FTS) and Contracts Finder (CF) notices within statutory guidelines.
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	<p>Contracts:</p> <p>To support and deliver effective contract management across Council contracts focusing specifically on strategic contracts through the following responsibilities.</p> <ul style="list-style-type: none"> • Actively support Contract Managers in the delivery, monitoring and review of their contracts. Assisting with disputes as and when required. • Update and maintain the Contract Management Toolkit ensuring Contract Managers are fully supported in using these tools. • To support the Council in successfully delivering and managing contracts • To develop and maintain arrangements for managing contracts including overview of KPI's for all strategic contracts • To gather data and provide analysis on performance of contracts • To identify poor performance and assist in developing improvement plans. • To identify opportunities for efficiencies and savings • Identification of all contract spend and reporting this to senior colleagues. • Arrange and provide training on contract management and procurement. <p>General</p> <ul style="list-style-type: none"> • To provide resilience and cover for the position of Procurement and Contracts Manager. • Using the purchasing system to create purchase orders (PO's) and paying invoices. • To carry out such duties as the line manager may, from time to time may reasonably require.
<p>Generic Duties</p>	<p>Professional</p> <ul style="list-style-type: none"> • Retain a professional qualification and membership and participate in learning that is required to perform the role effectively and in line with statutory requirements. • Use technical and professional knowledge to help ensure council statutory obligations are adhered to through investigations, inspections and enforcements in accordance with relevant legislation, codes of practice and other regulatory instruments • To provide general advice and support to the organisation in relation to service specific requirements. • To seek, build and maintain good relationships with senior managers, business partners, other Councils and all levels of staff. • Manage issues and processes to a conclusion effectively protecting the Council's interests. • To participate in the Council's Civil Emergencies response, including where possible the out of hours arrangements.

The key decision making areas in the role

- Responsible for identifying and establishing effective working relationships with contractors and service managers.
- Responsible for the contract management of established commissioned service arrangements, making decisions on how best to manage the contracts and resolve issues that may arise.
- Organisation of own workload and priorities, balancing the needs of several complex and challenging work streams simultaneously.
- Responsible for exercising own decision-making to resolve issues that may arise in commissioned services, seeking to resolve contract or service issues at the point of contact.
- The need to handle confidential and sensitive information regarding potential service charges with discretion and professionalism.

Customers and contacts

Contractors and service managers.

Dimensions of the role

Financial	Non-financial
<ul style="list-style-type: none"> • Indirectly supporting annual procurement expenditure c £14m • Supporting service Contract Managers to actively manage their strategic contract expenditure 	<ul style="list-style-type: none"> • Ability to prioritise a complex and conflicting workload efficiently and achieve demanding deadlines. • Ensuring compliance with relevant legislation and council policies. • Evaluating options for establishing new commissioned services and making recommendations to senior officers and Members

Person Specification

Qualifications and Training	Essential (E) or Desirable (D)	Application	Interview/ Assessment
Educated to A Level standard (or equivalent)	E	X	
Degree/ relevant professional qualification	D	X	
Procurement, Contract Management or project management qualification	D	X	
Knowledge and Experience			
Knowledge and experience of procurement and/or contract management	E	X	X
Experience of working effectively with a range of stakeholders at all levels	E	X	X
Experience of working within a political and complex environment	D	X	X
Experience of working in local government	D	X	X
Skills			
Ability to communicate effectively with a variety of audiences	E	X	X
Ability to establish personal credibility and build effective working relationships, engaging with and influencing contacts at all levels	E	X	X
Strong analytical and problem-solving skills	E	X	X
Financial and commercial awareness	E	X	X
Ability to organise and run contract management meetings, negotiate and agree variations	E	X	X
Ability to mentor and support contract managers	D	X	X
Ability to plan and manage a varied workload with conflicting priorities and deadlines, responding effectively to the needs of all stakeholders	E	X	X
Must be legally entitled to work in the UK.	E	X	X
Ability to visit sites, undertake spot checks and ensure inspections are carried out	E	X	X