



Procurement Officer

Service	Reporting to	Location	Grade
Procurement	Senior Procurement Manager	Combination of home working and office based at Civic Centre	3 B

About the role

- Lead on delivery of procurement activity across the council as directed by the Senior Procurement Manager (SPM)
- Support category managers in providing advice on options appraisal, tendering strategy, evaluation criteria and management of contracts.
- Support Category Managers in the development of category strategies.
- Work with the Category Managers to identify and deliver cost savings and income opportunities
- Support the delivery of the procurement strategy and corporate priorities as required.
- Ensure compliance to all policy and procedures relating to procurement activity
- Undertake general procurement support activities as required.
- Assist in building cross functional sourcing teams and develop internal relationships
- Lead on the day-to-day operational tasks as directed by SPM and Category Managers
- Support the delivery of procurement KPI's Assisting and assuring that all audit queries are dealt with effectively and ensure that agreed audit recommendations are implemented within agreed timescales.
- Support the Strategic Head of Procurement (SHoP) implement changes to the procurement operation that reflects the Directorate's objectives for high quality service delivery
- Collaborate with AGMA, STAR and other bodies to identify collaborative opportunities
- Support and deliver, where appropriate, the transition to a strategic procurement approach including category management, effective partnerships with other teams and the repositioning of procurement with its customers
- Continually develop and manage cost down exercises, across the whole council, driven by procurement, that do not threaten service delivery of high-quality services and which result in the delivery of cost savings targets
- To continuously seek improvements in effectiveness, value for money and quality in the organisational performance of procurement.
- Work closely with Legal Services and Directorates to ensure robust contract conditions are in place and ensure that contract management strategies are in place as directed for procurements to deliver supplier's contractual obligations
- Identify potential and actual examples of supplier/contractor contract default scenarios and support the SPM/ Category managers to manage the consequences

Key outcomes

- Work with services to establish procurement as a credible strategic and operation function with service groups and demonstrate the credibility with proven solutions.
- Play a key role in supporting the development of the category strategies, whilst being flexible and adaptable to the changing profile of the City Council priorities.
- Work with services to ensure full compliance with all relevant Procurement Regulations, Council Standing Orders (CSO's), and clearly address any identified non-compliance effectively.
- Play a key role in risk management profiling on strategic procurement activity.
- Work with service areas to establish procurement as an early contributor to the development of specific risk registers and support our procurement priorities by demonstrating rigorous risk mitigation strategies are in place for procurement and supply chain risks.
- Play a key role in ensuring procurement operates as a strategic sourcing function, providing supplier, contract, risk and performance management.
- Work with the service areas to build and maintain strong working relationships to gain organisational and individual buy-in and engagement with the key stakeholders.
- Play a key role in identifying opportunities to achieve cost savings and evidence of value for money through effective liaison with service groups.
- Effectively work with other public and private sector bodies to ensure best practice is identified and when applicable transferred into the City Council's procurement and related activities.
- Pro-actively contribute to Greater Manchester procurement initiatives and operational requirements.
- Support the identification of critical interdependencies with technical and/or professional functions across the council to inform management decisions and actions.
- Using insights and data relay effective management information on medium/ low spend/risk contracts to demonstrate validity or initiate reviews to support the changing needs of the City Council.
- Play a supporting role in building supplier relationship management capability within the procurement team and within service groups through continuous business improvement

What we need from you

To model and demonstrate our values and behaviours.

Credible - personal and professional credibility at all levels of the organisation that demonstrates the positive contribution that procurement can make to excellence in service delivery.

Values based - Models and demonstrates the City Council's values and leadership behaviours.

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Flexibility & drive - to contribute to development of the procurement team that has knowledge, skills and analytical ability to manage a wide range of expenditure and which has the flexibility to cope with changing demands on resources.

Technically proficient- up to date knowledge of external issues (legislative, regulatory, best practice standards, case law etc.) impacting on procurement.

Technical proficiency - ability to understand the local setting and deliver outcome focussed solutions to meet local needs?

Knowledge - Ability to work within Salford City Council procurement and understanding the methodology and public contract regulations and political environment

Commercial and analytical – strong financial acumen and analytical skills along with a commercial mind-set

People person – able to demonstrate integrity, create rapport and build trust and confidence to influence stakeholder management

Achiever – proven technical skills and ability to achieve procurement outcomes and deliver organisational priorities.

Skilled communicator – able to deliver messages with clarity, understood by non-procurement specialists and such messages to be delivered with enthusiasm and conviction that builds trust and confidence.

Assured – demonstrates ability to work as part of a team, whilst being self -motivated and demonstrating initiative, confidence and personal responsibility for action

Negotiator - ability to manage in-house and external relationships requiring a resolution

Solutions seeker – ability to demonstrate a flexible, creative and innovative solutions focused approach.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

Tailored Development

On the job training and development as required.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

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Role details

Completed by:

Date:

Job code:

Job score:

Date of evaluation:

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