

Procurement Officer

Role Profile

Service:	STAR Procurement – Strategy & Resources Directorate
Band:	Career graded Band 4 – Band 7 (Dependant on experience and qualifications)
Reporting to:	Category Manager
Responsible for:	No Direct reports



TRAFFORD
COUNCIL

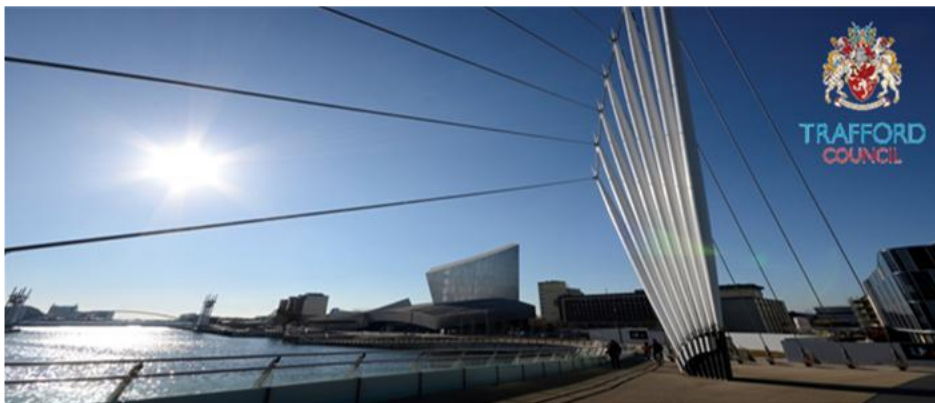
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Progression through this career grade is based on completion of necessary qualifications (or equivalent) and relevant experience. Progression will be agreed by direct line manager and Assistant Director of STAR

Overview

STAR Procurement is the collaborative procurement service for Rochdale, Stockport, Tameside, and Trafford Councils. We sit strategically alongside our Partners and support them in the delivery of an excellent procurement service.

Main Priorities

- Supporting delivery and improvement in public service reform and growth.
- Supporting STAR Procurement team to deliver best practice procurement that provides added "procurement worth."
- Working in a supported learning environment to develop the skills and knowledge that will assist you to complete the Level 4-6 qualifications, undertaking a range of duties to contribute to the achievement of team objectives.
- Undertaking a development programme (on-site and off-site), including participation in required training and learning leading to the CIPS qualifications Level 4-6.

Key Duties

Band 4

- Learning about Public Sector procurement and ensuring procurement projects are completed according to established processes, policies and the associated legislation.

- Supporting the delivery of procurement projects, including preparation of tender documents, managing projects through our e-tendering platform, arranging events with suppliers and co-ordinating the evaluation process for the tender panel.
- Gathering and analysing information; for example, responding to enquiries from the public or elected Council Members or gathering cost information to facilitate benchmarking on price to contribute to the development of a procurement strategy.
- Supporting procurement and other colleagues throughout the reporting process (e.g. Strategy reports, award reports, etc.), including report drafting, co-ordinating the dispatch of reports to Board members and guidance around the process.
- Supporting with audits that need to be carried out on procurement activity.
- Supporting improvements to the procurement way of working, including recording, and following up on actions.

Band 5 (in addition to the above)

- Working with the Category Managers to help them to deliver consistent procurement services to partner authorities in line with the STAR Core Offer.
- Providing effective supplier relationship management with a variety of stakeholders.
- Supporting effective procurement by providing support at every stage of the procurement cycle, including, but not limited to; market engagement, creating tender and specification/KPI documentation, developing evaluation criteria, assessing tender returns, organising presentations and events, providing feedback, awarding and formalising contracts based on best value.
- Assisting in the maintenance of the contracts register, ensuring timely and accurate updates.
- Supporting the delivery of savings, social value, local spend and compliance, wherever possible through procurement activity.

Band 6 (in addition to the above)

- Assisting the Category Managers in providing effective, efficient and economic procurement solutions to obtain value for money from all externally purchased goods, works and services.
- Managing and leading on a portfolio of small value procurement projects, including supporting on options appraisals, tendering and contractual arrangements within agreed deadlines and performance indicators.
- Providing professional advice, guidance and support on small value procurement to enable services to successfully procure goods and services, including providing robust challenge on spend and specifications to ensure value for money.
- Assisting in developing and maintaining relationships other authorities and other relevant bodies to enable collaborative working and sharing of best practice.

- Providing excellent customer service by liaising and communicating with client directorates, suppliers and contractors, and other organisations, both verbally and in writing as required in a responsive manner.

Band 7 (in addition to the above)

- Working with the Category Managers and helping them to deliver procurement services to partner authorities, including managing and leading on a number of specific projects to deliver value for money and supporting on options appraisals, tendering and contractual arrangements within agreed deadlines and performance indicators.
- Co-ordinating contract and supplier management of the market including maintaining a database of contracts and supplier information.
- Undertaking tender processes in accordance with Contract Procedure Rules (CPR's), Strategic Procurement Strategy European regulations for the partner authorities and that they are carried out in a legal, ethical, accountable manner in accordance with regulatory requirements.
- Assisting in developing and maintaining contact with other Authorities within the Greater Manchester and North West region and other relevant bodies to enable collaborative working and sharing of best practice.
- Inviting and assessing tender submissions and negotiating the award of contracts for the Council(s) on the basis of best value.
- Liaising and communicating with client directorates, suppliers and contractors, and other organisations, both verbally and in writing as required.
- Taking an active part in the continuous review, development and improvement of systems, processes and services in support of STAR's commitment to a comprehensive and co-ordinated approach to procurement.
- Co-ordinating and supervising the completion of work delegated to Procurement Assistants and temporary workers.
- Carrying out such other duties within the Department as required which are commensurate with the grading of the post.

About You

Qualifications and Professional Development – dependent on qualifications and experience

Band 4

- Level 3 or equivalent qualification
- GCSE Maths and English or equivalent

- Willingness to work towards the Commercial Procurement and Supply (Level 4) apprenticeship or equivalent

Band 5

- Commercial Procurement and Supply (Level 4) apprenticeship or equivalent
- Working towards completion of the Advanced CIPS Level 5 Diploma

Band 6

- Advanced CIPS Level 5 Diploma or equivalent
- Working towards completion of the CIPS Level 6 Professional Diploma

Band 7

- CIPS level 6 Professional Diploma or equivalent
- Commitment to continue personal development
- Member of Chartered Institute of Purchasing and Supply (CIPS) or a willingness to work towards this

Experience and Knowledge

Band 4

- Experience working in a similar environment
- Basic knowledge of procurement legislation, regulations and best practice

Band 5 (in addition to the above)

- Understanding and working knowledge of relevant legislation, regulations and best practice
- Understanding of different stages of procurement life cycle
- Understanding of managing spend on a project

Band 6 (in addition to the above)

- Demonstrable experience working in a similar environment
- Experience of working within a procurement department within the public sector or similar organisation
- Detailed understanding and working knowledge of relevant legislation, regulations and best practice
- Experience of all stages in the procurement lifecycle from planning through to contract management
- Experience of analysing spend to determine procurement options and a track record of the delivery and reporting of savings, local spend, social value and compliance
- Experience using e-procurement systems and tools
- Familiar with category strategies and experience of supporting their implementation
- Knowledge and understanding of relevant markets and commercial awareness

Band 7 (in addition to the above)

- Managing procurement contracts
- Experience of analysing spend and delivery of savings
- Experience of administering tender processes
- Familiar with e-procurement systems and tools
- Familiar with category related procurement strategies
- Experience of writing reports for key stakeholders
- Knowledge and understanding of commercial organisations and markets
- Detailed understanding and working knowledge of relevant legislation, regulations e.g. OJEU processes and EU procurement directives

Skills and abilities

Band 4

- Excellent IT skills and able to use e-procurement and contract management systems
- Effective organisational and planning skills; able to be flexible, adaptable and capable of working with minimum supervision to deliver to competing deadlines within appropriate timescales
- Able to research and carry out benchmarking to contribute to work

- Excellent customer service and relationship building skills
- Able to communicate effectively, exchanging information verbally and in writing
- Ability to work effectively as part of a team as well as independently within local communities

Band 5 (in addition to the above)

- Able to follow financial and administration processes and use appropriate systems
- Analytical skills

Band 6 (in addition to the above)

- Contract and supplier management
- Commercial awareness
- Effective analytical skills to present conclusions and inform decisions
- Able to communicate effectively and professionally at different levels, inside and outside the organisation, to gain commitment to the delivery of shared objectives

Band 7 (in addition to the above)

- Supervisory skills
- Strong planning and organisational skills; able to prioritise own workload over extended periods to meet competing demands for service, and producing accurate work within differing deadlines
- Able to assimilate new information quickly and use initiative in a supportive environment

Special Conditions

- Willing and able to work in multiple locations / organisations and able to travel to different sites across Greater Manchester to support STAR or commissioned work through STAR
- Hybrid / agile working style; able and willing to work from home and office-based to support STAR or commissioned work through to STAR for other organisations

Date prepared/revised	JUN 2023 Updated 08/04/2025
Prepared/revised by	L Cox / J Cooper / S Eckersley
Job Evaluation	01/06/2023

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.