

## JOB DESCRIPTION

**POST TITLE:** Senior Procurement Officer  
 With career development options:

- Commencing as Procurement Development Officer, Grade 8
- Progressing to Procurement Officer, Grade 9

**DIVISION/UNIT:** Financial Services

**GRADE:** 10  
 Career Development Options 8-10

**RESPONSIBLE TO:** Procurement Manager

**RESPONSIBLE FOR:** N/A

### Job Purpose

To assist and support the Procurement Manager, carrying out procurement activities in a professional manner, deploying procurement expertise and knowledge in local government regulations, ensuring Tayside Contracts procurement needs are carried out within current legislation and Standing Orders. Ensure the best value for money is achieved and adopt a continuous improvement approach.

### Main Duties and Responsibilities

#### Values

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.

#### Procurement

##### **Procurement Development Officer, Grade 8**

4. Liaise with stakeholders to construct the tender documents as appropriate to the tender route being followed. This includes compilation of the specification, evaluation criteria and conditions of contract that will be used in the tender process.
5. Develop positive and professional relationships with all key stakeholders both in Tayside Contracts and our constituent Councils, ensuring that stakeholders fully understand the requirement to adhere to the procurement process and regulations.
6. Analyse spend on goods and services, highlighting trends in market spend and opportunities for improvement.
7. Participate in the tender process for low value quotations.

8. Assist the Procurement Manager in responding to any questions raised by potential bidders on Public Contracts Scotland in a timely manner, as outlined in the tender document.
9. Support the resolution of supplier complaints, in instances where contractual obligations have not been met or where there is a threat of this becoming evident following failed resolution through agreed customer service processes initiated at Contract Award.
10. Log and collate monthly management information reports received from suppliers.
11. Along with the Procurement Manager, attend contract management meetings.
12. consistently deliver high-quality customer service to support the needs of internal and external stakeholders
13. In the absence of the Assistant Procurement Officer, maintain the Contracts Register and update Tayside Contracts intranet.
14. In the absence of the Assistant Procurement Officer, maintain and update purchasing catalogues, ensuring that any items added are fully compliant.

#### **Procurement Officer, Grade 9**

In addition to the points noted above, you are required to:

15. Determine the appropriate tender route in line with current legislation, taking into consideration the whole life costs of the requirement, through developing appropriate contract strategy documents in conjunction with internal stakeholders.
16. Develop tender documents.
17. Participate in the end-to-end tender process, ensuring full compliance with Tayside Contracts Financial Regulations, Procurement (Scotland) Regulations 2016 and Public Contracts (Scotland) Regulations 2015 including the adequate advertising of all contracts on Public Contracts Scotland (PCS). Including conducting full evaluations on submitted tenders to ensure the process is fully compliant and transparent and notifying success and unsuccessful bidders of the outcome, along with service users.
18. Ensure that the sustainable requirements are incorporated in contracts for the procurement of goods, work and services in line with the current regulations.
19. Participate in contract mobilisation meetings.
20. Monitor the effectiveness of current suppliers' performance and ensure the service they are providing complies with the relevant contractual conditions. Ensure that any price variations are properly implemented in accordance with the terms of the contract.
21. Attend supplier pre-market engagement meetings to seek innovative opportunities for new and/or alternative products within the marketplace, considering sustainable alternatives.
22. Analyse and interpret data to provide statistical and management reports for key stakeholders.

## Senior Procurement Officer, Grade 10

In addition to the points noted above, you are required to:

23. Deputise for the Procurement Manager, as required to ensure an acceptable level of service is provided at all times.
24. Assist the Procurement Manager with any collaborative initiatives on behalf of the constituent councils.
25. Manage and develop positive and professional relationships with internal stakeholders, through regular contact and meetings.
26. Take an active role in deployment of internal and external communication methodologies that provide information and guidance on procurement issues and contracts to stakeholders.
27. Ensure contracts are compliant with the organisation's Financial Regulations, Scottish and UK legislation governing Public Sector Procurement.
28. Lead and participate in the organisation's procurement projects.
29. Participate in the debrief of unsuccessful suppliers and provide constructive feedback as required.
30. Keep up to date with relevant regulations and legislation, updating policies and procedures as appropriate.
31. Contribute to the ongoing development and implementation of procurement strategies and service improvement plans.

### NOTE

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

As this post can be offered on a career development basis you will progress through the grades when full competence can be demonstrated in all the points in the relevant sections of this Job Description and the qualification and experience requirements in the associated Person Specification have been met.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility For Physical & Info	Initiative & Independence	Knowledge
1	2	1	4	5	4	1	1	4	4	5	4	5