

**Directorate:** Strategic and Corporate Services

**Unit/Section:** Strategic Commissioning

**Grade:** KR10

**Reports to:** Procurement Lead

### **Purpose of the Job:**

The primary focus of the role will be to support the Procurement Lead in commercial procurement

The postholder will report to a Procurement Lead and will have responsibility for working with project managers and stakeholders to deliver/and or manage a range of procurements

The focus for this role will be Indirects but the postholder may be expected to flex and work in other categories.

The postholder may have line management responsibility for 1 or 2 Buyers

### **Main duties and responsibilities:**

- Support commissioners on the development of commissioning strategies and develop commercial strategies using market, category intelligence and in line with corporate context for larger, complex commercial projects (e.g. with high supply risk and/or high value risk). To include financial viability of differing sourcing options for specific projects, contract issues, tender processes and procurement routes, operating within existing and future UK (EU) procurement laws and the Council's procedures, advising on commercial and contractual risks.
- Delivery of commercial strategies, including project management, tender execution, evaluation, contract negotiation, supplier performance evaluation and risk management.
- Support the Procurement Lead in the development of market and category intelligence to assist in the development of a category overview.
- Contribute to business strategies, advise and support clients on commercial aspects to their business.
- Develop and maintain effective working relationships with key stakeholders.

- Ensure a pro-active, continuous service improvement approach to procurement project reviews and capture lessons learnt for future improvements to the process.
- Maintain a clear understanding of Kent County Council's business strategies and wider context to ensure commercial strategies meet the overall Councils objectives.
- Keep up to date knowledge of procurement policy and practice, to ensure all decisions made are in line with relevant regulations
- When required, deputize for the Procurement Lead.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: Senior Procurement Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE's, A-levels and/or equivalent qualification's</li> <li>• Educated to degree level or equivalent</li> <li>• Achieved 3 modules of Advanced Diploma (Level 5) CIPS or equivalent experience, and/or desire to work towards full MCIPS.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• The post holder will be conversant with procurement of standalone contracts, setting up and calling off from frameworks/Dynamic Purchasing Systems and have experience of wider Public Sector Framework arrangements available</li> <li>• Demonstrable experience of delivering total cost of ownership savings / whole life costing</li> <li>• Practical end to end procurement experience in a relevant category such as Indirects including: <ul style="list-style-type: none"> <li>○ Developing market knowledge and stakeholder relationships</li> <li>○ Use of market knowledge to inform the commercial strategies and routes to market</li> <li>○ Supporting clients to produce effective specifications</li> <li>○ Executing the tendering process through to contract award</li> <li>○ Shaping the contract to deliver client requirements, working with Legal when required</li> <li>○ Supplier negotiations</li> <li>○ Advising the client on appropriate commercial and contract management processes</li> </ul> </li> <li>• Working with senior management to advise on benefits of different commercial strategies</li> <li>• Demonstrated procurement savings</li> </ul>

<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Be a self-starter with the ability to deliver with minimum supervision.</li> <li>• Appropriate technical procurement skills covering Procurement Process Management, Supply Base Analysis, Market Knowledge, Negotiation, Contract Construction, Procurement Regulations, Supplier Relationship Management, Procurement Risk Management, Procurement Systems and Procurement Governance &amp; Control – low risk procurements</li> <li>• Systems literate and competent in Microsoft Office products</li> <li>• Ability to write and present professionally, effectively and persuasively with excellent Word skills</li> <li>• Ability to research, analyze and interpret data/information to support development of Procurement Plans/strategies</li> <li>• Ability to develop appropriate relationships with suppliers and clients</li> <li>• Ability to facilitate flexible working in the context of changing and developing technology</li> <li>• Excellent Excel skills to be able to produce complex evaluation models including conditional formatting, VLook up etc.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of public sector procurement regulations and EU procurement directives</li> <li>• Working knowledge of different forms of contract</li> <li>• Detailed knowledge in Indirects including involvement in: <ul style="list-style-type: none"> <li>○ Developing market knowledge and stakeholder relationships</li> <li>○ Use of market knowledge to inform the commercial strategies and routes to market</li> </ul> </li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p>Kent Values:</p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>

## Strategic Commissioning Skills & Behaviours:

Competencies, supporting skills & behaviours specific to roles within the Strategic Commissioning team:

COMPETENCY	SUPPORTING SKILLS	BEHAVIOURS
Analytical	Understanding qualitative & quantitative data Horizon scanning Evidence based decision making Information gathering and research skills Communication Skills to address needs of stakeholders Presentation and influencing skills	<b>OPEN</b> Culture shift – changing things – business focused Value for money thinking Innovative thinking Risk managers Managing expectations Political awareness of unpopular decisions Honesty/bravery Solutions focused  <b>INVITE CONTRIBUTION &amp; CHALLENGE</b> Co-production Collaborative Competition Working together Information Sharer Integrated thinkers  <b>ACCOUNTABLE</b> Professionalism Seeking constant improvement Quick response in relation to delivery Acting as a commercial business Innovator Capacity builder Creative
Collaboration	Stakeholder mapping & engagement Relationship management Data sharing & knowledge management Communication skills	
Specification & Measuring Outcomes	Writing quality specifications Defining outcomes Consideration of Alternative Service Delivery Models Social Value and Local Value Incorporating Health & Safety Standards in accordance with relevant legislation	
Financial Management	Private sector mind set Commerciality and business acumen Financial planning and forecasting Business case modelling skills Financial governance skills	
Project Management	Project planning and change management skills including: <ul style="list-style-type: none"> <li>• Scoping</li> <li>• Business Case</li> <li>• Stakeholder analysis &amp; engagement</li> <li>• Resource allocation</li> <li>• Motivation and managing the project team</li> </ul>	
Leadership	Shares and communicates the vision Engages with the organisation and influences strategic decisions Problem solving Political Awareness Risk management Innovation and Creativity Inspirational presenter Creates an environment that works to individual strengths to achieve outstanding results	

Evaluation	Ability to determine measurement vehicles Ability to produce complex price and qualitative evaluations models in excel Able to review, evaluate and moderate Ability to make robust recommendations Lessons learned	
Performance Management	Sets clear well-defined performance outcomes and tracks progress Holds self and others accountable Seeks performance feedback	
Decommissioning	Able to identify when de commissioning should be used Ability to present evidence-based decisions on de commissioning	