

Kent County Council

Job Description: *Senior Sourcing and Procurement Officer*

Directorate:	Chief Executive's Department
Unit/Section:	Core Commercial Team (People/Place/Corporate)
Grade:	KR11
Responsible to:	Sourcing Support Team Manager

Purpose of the Job:

Provide professional commercial and procurement expertise, advice and guidance using a risk-based approach, to assist stakeholders to plan, develop, source and manage procurement arrangements, to effectively meet organisational and business objectives. To support the letting of all contracts to ensure compliance with Public Contract Regulations, and local policies and governance requirements.

Lead on delivering a range of procurement projects within the Common Goods and Services and Lower Value Categories, whilst providing supervisory oversight of Buyers, Senior Buyers, and Business Systems Officers in delivering and improving ongoing Purchase to Pay activities.

Main duties and responsibilities:

- Provide direction and supervisory support to the Sourcing Support team, identifying development opportunities and ensuring staff have a working knowledge and understanding of procurement processes, systems and policies, in order to implement policies and procedures.
- Oversee and manage preparation of Request for Quotations, Request for Proposal and tender documents undertaken by Senior Buyers and Buyers in conjunction with key stakeholders for tactical spend categories up to circa £200K, and act as the lead Officer on other procurement projects outside of these categories, according to business need.
- Provide commercial, contractual and legislative expertise in developing contract strategies, and running tenders, for the Common Goods and Services categories sourced for use across the council. Identify opportunities for consolidation, the internal and external cost drivers of indirect spend, and analyse the supply base for each indirect category and sub-category, in order to identify potential suppliers and market trends.
- Identify the need for, create, maintain and provide support to the development of on-line catalogues including the supplier on-boarding process, consistent with the Council's approach to supplier category management, whilst ensuring How to Buy guides are fit for purpose, regularly updated and support the business to access goods/services effectively.
- Maintain a full understanding of the Council's P2P systems, and the procurement and contract management systems, whilst contributing to the future configuration and development of the same.

- Identify and implement opportunities for additional value and process improvement throughout the categories and Sourcing Support Team processes, whilst operating within existing and future UK procurement laws and the Council's procedures, identifying and advising on commercial or contractual risks.
- Ensure procurement activity is conducted in accordance with changes in legislation and case law and KCC operates as a centre of excellence, including responsibility for the management of call off requests from Frameworks, Dynamic Purchasing arrangements and on-line catalogues as required. Apply knowledge and expertise to assist Directorate Commissioners in strategy development, tender execution and evaluation, contract negotiation and supplier performance evaluation.
- Maintain the Contract Pipeline (for the portfolio of services the post is responsible for), to support effective establishment of a Procurement Forward Plan and ensure that key procurements are effectively resourced. Liaise with Commissioners to regularly review the Contract Pipeline for accuracy.

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

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Person Specification: *Senior Sourcing and 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
QUALIFICATIONS	<ul style="list-style-type: none">• Degree or equivalent.• CIPS level 5, or demonstrable commitment to work towards required level.• Evidence of continuing professional development.
EXPERIENCE	<ul style="list-style-type: none">• Detailed knowledge and extensive practical experience of public sector procurement regulations and EU procurement directives.• Use of market knowledge to inform the procurement strategy• Supporting services and Commissioners to produce effective specifications• Executing the tendering process through to contract award• Shaping the contract to deliver client requirements, working with Legal when required• Handling supplier negotiations• Advising the client on appropriate contract management processes• Experience or managing or supervising teams
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent interpersonal skills, including the ability to communicate effectively• Strategic mind-set and problem-solving skills• Excellent stakeholder management engagement and influencing skills in complex procurements and commercial environments• Ability to write and present effectively and persuasively• Ability to research, analyse and interpret data/information to support development of Procurement Plans/strategies• Ability to develop appropriate relationships with suppliers and clients• Ability to facilitate flexible working in the context of changing and developing technology.
KNOWLEDGE	Knowledge of the following procurement areas: Procurement Process Management, Market Knowledge, Negotiation, Contract Construction, Procurement Regulations, Social Value, Supplier Relationship Management, Procurement Risk Management, Procurement Systems and Procurement Governance & Control. Purchase to Pay Cycle and Processes
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge

- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making