# Kent County Council
## Job Description: *Commercial and Procurement Officer*

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| **Directorate:** | **Chief Executive's Department** |
| **Unit/Section:** | **Core Commercial Team (Corporate)** |
| **Grade:** | **KSF** |
| **Responsible to:** | **Commercial and Procurement Manager** |

## Purpose of the Job:

Provide procurement sourcing support and advice across a diverse portfolio of categories.

The postholder will report to Senior Commercial and Procurement Officers (through matrix management) and will have responsibility for working with project managers and stakeholders to lead and deliver a range of commercial procurements. The focus of the role will be to support the Senior Commercial and Procurement Officers in providing expertise and professional advice relating to the procurement of works, goods and services. This includes leading small value end-to-end procurement processes, directly advising service managers and Commissioners and use of frameworks and call off contracts.

## Main duties and responsibilities:

- Support and advise Commissioners and service managers in the development of project plans and participate in the project management requirements of contracts for the supply of products and/or services, including supporting the specification of services, identifying and sourcing strategy, negotiating contracts, evaluating and recommending the award.

- Advise and work with Commissioners and service managers on the commercial and financial viability of differing sourcing options for specific projects, contract issues, tender processes and procurement cycles, operating within procurement law and the Council's procedures, advising on commercial and contractual risks. This includes leading on some low-value procurements and directly advising service managers and Commissioners.

- Develop and maintain a clear understanding of Kent County Council's business strategies in order to ensure that the supplier strategy is developed to meet corporate and service requirements. This includes using frameworks and call-off contracts (and advising service managers on these).

- Support the development of the Category Strategy and Supplier Relationship Management approach and ensure compliance.

- Support the creation of Procurement Plans in line with the relevant Category Strategy.

- Maintain and utilise the category Contract Register effectively to support a Procurement Forward Plan.

- Research, develop and maintain detailed market knowledge for the relevant market(s).

- Lead as required (in conjunction with Senior Commercial Officers) on regular operational and commercial review meetings with suppliers and act as an escalation point in areas of dispute.

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: *Commercial 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** |
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| **QUALIFICATIONS** | • Foundation Diploma (Level 4) CIPS or equivalent experience or willingness to work towards |
| **EXPERIENCE** | • Supporting clients to produce effective specifications<br>• Executing the tendering process through to contract award<br>• Shaping the contract to deliver requirements, working with Commissioning, service managers, Legal and Finance when required<br>• Handling supplier negotiations<br>• Advising Commissioners and service managers on appropriate contract management processes<br>• Contributing to procurement savings<br>• Leading on small value procurements.<br>• Experience of framework and call off contracts (and advising on their use) |
| **SKILLS AND ABILITIES** | • Understanding of different procurement category areas<br>• Understanding of the benefits of different procurement strategies<br>• Ability to write and present effectively and persuasively<br>• Ability to research, analyse and interpret data/information to support development of Procurement Plans/strategies<br>• Strong analytical skills<br>• Ability to develop and sustain working relationships across the Commercial team, Commissioners, service managers and with suppliers. |
| **KNOWLEDGE** | • Use of market knowledge to inform the procurement strategy<br>• Working knowledge of services within the category strategy<br>• Knowledge of the procurement cycle and relevant procurement law<br>• Understanding of the contracting and planning process and the principles of category management and supplier relationship management. |
| **KENT VALUES AND CULTURAL ATTRIBUTES** | **Kent Values:**<br>• We are **brave.** We do the right thing, we accept and offer challenge<br>• We are **curious** to innovate and improve<br>• We are **compassionate**, understanding and respectful to all<br>• We are **strong together** by sharing knowledge<br>• We are all **responsible** for the difference we make |

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| | Our values enable us to build a culture that is:<br><br>**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile<br>**Curious** - constantly learning and evolving<br>**Compassionate and Inclusive** - compassionate, understanding and respectful to all<br>**Working Together** - building and delivering for the best interests of Kent<br>**Empowering -** Our people take accountability for their decisions and actions<br>**Externally Focused** - Residents, families and communities at the heart of decision making |