



Job description

Job title:	Contract and Supply Officer
Post No:	051CEN
Grade:	Band 6-8 career grade
Directorate:	Corporate Services
Reports to:	Head of Welland Procurement

Purpose of the job

The role is responsible for the delivery of mainly open style procurements and mini competitions on frameworks, for all the authorities under Welland Procurement's care. The holder will be providing support on procurement routes, development of procurement documentation, compliance, risk management. Nurturing and maintaining effective relationships with team members and the managers in the Welland group is also a key requirement.

Main areas of responsibility

- To liaise with the members of the Welland Group to deliver assigned procurements in an effective and efficient manner that are compliant and deliver the desired outcomes of the business area as set out in the annual plan.
- Ensure compliance and accountability to the Council's, and the wider membership's, Corporate Procurement regulations and adherence to National Procurement rules.
- To assist in the development of service improvements
- To identify commercial opportunities and present these to the head of Welland Procurement in order to increase income or effectiveness of the service.
- To contribute to management data relating to the service performance.
- To ensure delivery of all administrative requirements of individual procurement projects as well as the management of the Welland Annual plan and associated documents and processes.
- Management of transparency agenda processes in relation to Procurement

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be effected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

Person specification

All levels

Display self-motivation, including the ability to manage your own workload to conflicting priorities, under pressure of fixed timescales, and the use your own initiative.

good communication and customer service skills, being able to influence individuals and present arguments in a calm manner. Demonstrating the use of logic as well as emotive skill sets.

Clearly identifiable problem-solving skills and dynamic thinking

Evidence of understanding of knowing your own limits and when to seek support from senior colleagues.

Basic understanding of understanding of the benefits of social value and local supply chain usage.

Knowledge and experience in a variety of Microsoft office packages and SharePoint.

Career Grades

Band 6:

- 2 or more A Levels one of which is in a relatable subject with a commitment to take on a level 4 procurement apprenticeship.
- A clear understanding of procurement principles and why these are important, particularly in the public sector.
- Shows an understanding of the differences between public and private sector bodies.
- Able to provide basic advice and signpost to relevant literature or escalate.

Band 7:

Band 6 requirements, plus:

- Degree Level Qualification in a relatable subject or working towards level 4 CIPS diploma qualification.
- 1 years' experience of either successful working in partnerships, project management or within procurement (public or private sector)

- Demonstrates experience of using public sector procurement regulations or similar formal governance, including using frameworks and Open tenders of all medium to high value.
- Able to give sound advice on procurement for most standard queries, knows key aspects of legislation relating to job.

Band 8:

Band 7 Requirements plus:

- Completed a level 4 CIPS diploma qualification and working towards full MCIPS.
- 2 years experience of working within a procurement environment, including at least 1 year in public sector procurement
- Confirmed experience of carrying out Public Sector procurements unaided, including above FaTS threshold procurement.
- Able to show a good working knowledge of procurement regulations affecting local government authorities
- Taking a lead role in meetings.
- Able to provide sound procurement advice guidance on a full range of issues using good in-depth technical knowledge