

JOB DESCRIPTION



1. JOB DETAILS

JOB HOLDER

JOB TITLE

Senior Procurement Officer

IMMEDIATE MANAGER

Procurement Manager

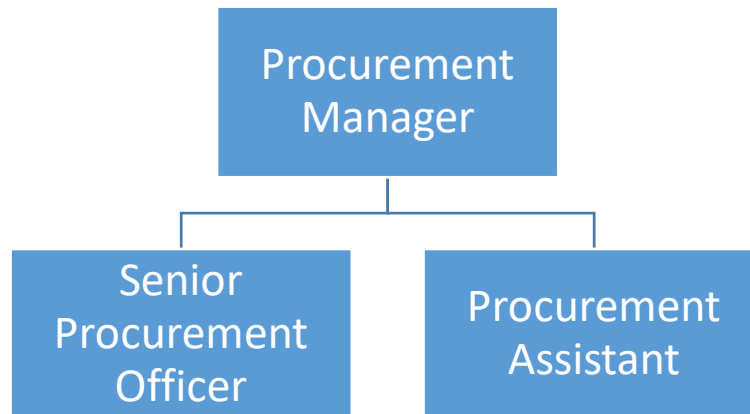
BUSINESS UNIT/DEPARTMENT

Finance

2. JOB PURPOSE

The postholder will support the Procurement Manager, working across the whole organisation delivering transparent and open procurements, in a legally compliant manner, in order to deliver the Corporate Procurement Strategy and to offer expert advice and assistance to staff on procurement related matters.

3. ORGANISATION CHART



4. DIMENSIONS

	<u>Volume</u>	<u>Value</u>	<u>Timescale</u>
Quick Quotes	2 to 4	Up to £50k	Monthly
Regulated Procurement Projects	Up to 15	Over £50k/£200k	Annually
Higher Value Tenders	2 to 3	Over £356k/£4.4M	Annually
Produce Reports	1 to 4 per month	-	Within 7 days
Attend Meetings	-	-	As required
Expert advice provided	12+	-	Annually
Procurement Meetings	1	-	Weekly

5. MAIN ACCOUNTABILITIES

The postholder will:

- Undertake end-to-end tender and quotation exercises on behalf of the company, ensuring all procurement requests comply with relevant regulations including CMAL's procurement policy.
- Prepare high quality, legally compliant tender documentation.
- Publish contract notices and Quick Quotes on Public Contracts Scotland portal
- Publish tenders on PCS-Tender e-tendering portal
- Provide procurement support and expert advice to CMAL staff to ensure best practice and best value for all procurement activities
- Provide advice on procurement routes and strategies and to make use of existing internal and external framework agreements to ensure best practice and value for money is achieved
- Ensure that tenders are managed professionally, by following the agreed Corporate Procurement Strategy objectives whilst complying with all legislative requirements and the company's internal governance
- Manage the tender evaluation process, creating evaluation matrix, scoresheets and collating the results
- Review tenders and bids with key stakeholders and prepare recommendation reports for sign off at the correct level.
- Prepare award/decline letters and final contract documentation following acceptance of a tender submission.
- Ensure unsuccessful tender applicants receive appropriate feedback, including those who formally or informally challenge CMAL's tender processes.
- Collate and present factual data that will support the Procurement Team in meeting objectives
- Assist with the preparation of information and evidence for external assessments (e.g. PCIP, External Audit) and internal assessments (e.g. Internal Audit)
- Attend commercial user groups and procurement cluster meetings, where applicable
- Maintain an up-to-date knowledge of best practice within the field of procurement and ensure compliance with all relevant legislation.

6. LEVEL OF AUTONOMY AND DECISION-MAKING

The postholder will report to the Procurement Manager but will work closely with project managers and internal stakeholders, who will be responsible for determining project goals, programmes, and milestones and will therefore, manage their own workload, planning several months ahead to coincide with tender schedules.

The postholder will have opportunity to contribute to the development of departmental policies and ensure that these are adhered to by the company.

The post holder will manage their daily and weekly workload, with tasks aligning to the departmental and company schedule of tenders/quotes etc. Six monthly and annual reviews will be held to review objectives.

7. COMMUNICATIONS

The main internal contacts of the post are:

- Procurement Manager regarding the Procurement strategy and compliance with all the necessary legislation.
- Heads of Departments
- Project Managers

The main external contacts of the post are:

- Suppliers / contractors
- Scottish Government Procurement department and appropriate Cluster Group
- EU Procurement policy division

A variety of communication methods are used.

8. COMPLEXITY

The main sources of complexity are:

- Diverse range of procurement actions
- Monitoring a number of projects that run concurrently
- Maintaining compliance with procurement legislation, policy, and guidance
- Use of E-procurement systems (PCS & PCS-Tender)
- Public sector reporting requirements and procurement protocols

9. KNOWLEDGE AND SKILLS REQUIRED

The postholder must have at least two years' experience of operating in a procurement environment with an understanding of public sector procurement and, in particular, tendering for works.

It is essential the postholder is able to demonstrate:

- Good written and oral communication skills, with the ability to produce accurate reports and act as an internal and external procurement representative
- Good numerical skills to enable accurate financial evaluations to be performed during tender evaluations
- The ability to prioritise own workload, manage and complete tasks within tight timescales
- Good team working skills
- Ability to engage and influence a diverse range of key stakeholders
- Working knowledge of the Public Contracts Scotland and PCS-Tender e-procurement portals
- A good understanding of all applicable public procurement legislation
- Holds a Level 4 Chartered Institute of Purchasing and Supply (CIPS) qualification or is actively working towards this.
- Good IT skills, including Excel, Word, and SharePoint
- Ability to independently manage multiple workstreams with competing priorities
- Knowledge of NEC and JCT contracts
- Drafting contracts and development of associated documents for contract award

10. AGREEMENT

Job Holder's Signature

Date

Immediate Manager

Signature

Date

Title