

NOT PROTECTIVELY MARKED

JOB DESCRIPTION

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| <u>Job Title</u> | Procurement Officer |
| <u>Reports to</u> | Senior Procurement Officer |
| <u>Reporting staff</u> | None |

Job Purpose

To provide professional procurement advice, support and guidance to managers for designated procurement projects, ensuring that procurement activity is undertaken in accordance with Services policies and procedures and in compliance with regulatory requirements and best practice.

Generic Responsibilities/Job Family

Specialist

To provide expert knowledge, advice and support to others within the Service OR to external parties regarding the Service and to ensure the provision of Specialist services in line with Service needs.

To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.

To represent the department/function at meetings and act as Service representative for initiatives as required.

To undertake project tasks or more specialised administrative work relating to the specific function or department.

To manage the collection, maintenance, and integrity of data within Service systems and ensure the timely and accurate provision of information.

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Specific Responsibilities

1 Support Managers with all aspects of procurement and tendering for designated procurement projects providing professional advice and support at all stages, to ensure that an appropriate and legally compliant process is followed throughout

2 Support Managers with all aspects of contract monitoring and management for designated contracts. Ensuring standards are set, met, and maintained and appropriate processes are followed where this is not the case

3 Administer procurement systems include e-tendering system and contracts register for designated procurement projects and contracts
Maintain and update the Pipeline
Monitor and obtain risk and credit reports on the suppliers, as requested from the Credit and Risk Reporting System

4 Promote and participate in local, regional and national procurement collaboration initiatives, including attendance at relevant meetings

5 Maintain procurement and contract knowledge, keeping up to date with relevant procurement legislation and guidance

6 Support with procurement and contract monitoring training to Managers and other staff. Support the development of e-learning tools related to procurement

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