

Job Description

Directorate:	Resources		
Service:	Procurement and Contract Management Service		
Location:	County Hall, Preston		
Salary range:	£31,067- £35,235	Grade:	7
Reports to:	Category Manager	Staff responsible for:	NA

Job purpose and scope

Practitioners who carry out procurement and contract activities and specialised support to a relevant professional area. Working under supervision and mentoring.

Role holder will work within established council systems and procedures to an agreed quality standard or specification, under the general guidance of more experienced colleagues. Role holder may deal with complex issues that need a degree of diagnosis and analysis in order to recommend the best course of action. Communication skills are important as role holders will be interacting with internal and external 'customers' regularly.

Performance Indicators

- Quality of own work against legal, safety, and best practice standards
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer feedback

Accountabilities/Responsibilities

- Select appropriate procurement procedures to independently carry out specified technical tasks of a low risk nature to produce the required technical output (e.g. identification of customer needs, implementation of routine procurement processes including tenders).
- Undertake specialised technical analytical support activities to assist Category Managers in delivering more complex services (e.g. high value tender processes).
- Provide timely collection, processing, and simple analysis of routine procurement and contract data and follow up on discrepancies/omissions to support the delivery of services.
- Provide information and practical, routine advice to customers by interpreting established procedures and applying best practice within procurement.
- Provide procurement guidance and resolve non-standard issues for more junior non-technical staff to ensure customer and service issues are effectively resolved.
- Keep up to date with changes in policy/legislation/contractual requirements to ensure service delivery is effective and complies with appropriate procurement regulations, quality standards and contracts.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge**
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners, and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- 5 GCSEs Grade C and above or equivalent including English and Maths

Experience

- Experience of working independently with relevant specialised systems or IT software.

Essential knowledge, skills & abilities

- Detailed knowledge of the practical application of procurement processes/procedures relevant to the role, typically gained through extensive practical experience.
- Analytical skills in relation to both numerical and textual information.
- Ability to clearly explain technical issues to non-technical users.
- Good written communication skills and an ability to prioritise tasks.
- Up to date knowledge of relevant procurement policy, technical, and regulatory frameworks.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post*
You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive