

Post title	Capital Works Procurement Officer
Division / Section	Property and Facilities Management
Service Area	Resources
Responsible To	Senior Capital Works Manager
Number of post holders	1
Acting up/ Secondment	No

Purpose of Job

To assist and support associates, officers and manager in performing duties as part of the planning, procurement, delivery, monitoring and recording progress of capital works.

MAJOR TASKS/JOB ACTIVITIES

Prepare, collate and coordinate tender documentation for capital asset management works.

Issue tender documentation in compliance with Council procedures and relevant legislation.

Invite, collate and coordinate tender reports and recommendations from in-house and external property professionals.

Assist in monitoring the progress of capital works.

Support senior team members with the preparation of technical and specialist reports, including the preparation of business cases and project briefs.

Maintain Asset Management databases up to date.

Supervision and Management of People

(Numbers and type of staff)

n/a

Creativity and Innovation

The post will respond in a timely manner to ensure that contract documentation is prepared and issued within required timescales, all in accordance with EU Procurement Regulations and Council financial regulations and processes. Address requests from the team on a range of projects/areas of work and should be able to manage their own working time efficiently with minimum supervision.

Contacts and Relationships

Strong relationships with both internal and external internal stakeholders.

The post may represent the Council to a range of external stakeholders, and should present a positive impression of the Council.

Decisions (Discretion)

The post will manage priorities in the management of information requests. The postholder will make decisions as to the validity of tender returns and whether due process has been followed, for a £15m pa capital programme.

Decisions (Consequences)

The postholder performs a Quality Assurance role, and their decisions must comply with procurement legislation, otherwise the Council would be open to legal challenge. Decisions will have significant impact on the performance of £15million+ budget.

Resources

The post holder will influence the performance of a £15 million+ annual capital works budget.

Environment – Work Demands

The post holder will have autonomy to allocate their own time longer term to resolve problems, queries and interruptions.

Environment – Physical

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities.

Environment – Working conditions

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities.

Environment – Work Context

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a Council employee.

Knowledge and Skills

The post holder will have experience in data reporting preferably related to building work projects and associated contracts and preparation of contract documentation. The post holder will be expected to be educated to HND level at least in relevant area of expertise such as Procurement or Business Administration. The post holder will be proficient in the use of Microsoft office applications.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct

relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.