

City of Edinburgh Council job description

Post title	Procurement Specialist
Directorate	Corporate Services
Service	Commercial and Procurement Services
Responsible To	Senior Category Manager
Number of post holders	7

Purpose of job

The postholder will have a category insight (markets/trends/needs) or procurement delivery insight and experience and is responsible for the delivery of sourcing / procurement projects assigned to them.

The what - major tasks and job activities

- Project planning and management
- Supporting savings proposal development
- Engage with suppliers and service areas to develop procurement approaches that optimise value for money
- Mentor and provide support to Trainee Procurement Specialists, apprentices and those involved in procurement activities
- Ensure projects are delivered in the most commercially effective manner, based upon the Procurement Specialist's deep and current market insight
- Ensure compliance with Contract Standing Orders and relevant legislation
- Lead the selection of appropriate suppliers and contractors, to demonstrate value for money
- Promote good procurement practice including with regard to sustainability, ethical purchasing standards, equalities and delivering community benefits
- Report on progress to Senior Category Manager, Category Delivery Lead, Senior Procurement Specialist or lead Project Manager where supporting a complex tender
- Identify and manage risks and issues
- Undertake contract handover process on completion of each procurement project, including identification of risk, issues and mitigation strategies, to ensure all savings and benefits are realised.

- Ensure sourcing and procurement projects are delivered in the most commercially effective manner and take cognisance of all relevant policy and best practice drivers such as sustainability, social considerations, financial systems, etc.
- Contribute to the preparation of committee reports, reports to directors and waiver reports
- Deputise for Senior Procurement Specialists
- Any other appropriate duties associated with this role

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

- The postholder must demonstrate a creative and constructive approach to problem solving. An ability to interpret a range of complex information and to home in on key issues, principles and inter-dependent factors is essential in order to ensure that decisions are properly informed by technical, political and presentational expertise. The postholder must demonstrate confidence in their own judgement whilst encouraging feedback and responding constructively to alternative ideas and proposals.
- The postholder's environment is one of varying, and often conflicting, political and other vested interests. The large number of Managers, Elected Members and key Council employees using the services of the section require that there will be a high level of competing priorities and demands, which must be dealt with effectively and diplomatically.
- The postholder has a wide range of contacts both internal and external relating to the effective management and organisation of the Procurement Function. These contacts will include Managers and employees across all areas of the Council.
- The postholder advises staff and managers on complex issues. The postholder will deal with a range of complex and contentious matters requiring a consistently high degree of support, persuasion and advocacy and will consult with a range of managers to plan the development of services. The postholder will develop partnership relationships with other sections, departments and agencies to ensure effective strategic planning and customer orientation.
- The postholder will make decisions in relation to progressing the projects/areas of work they are progressing, and in line with the stipulated outcomes.

The postholder will provide advice to overcome operational problems and ensure objectives are achieved.

- The postholder will work autonomously using both influencing and persuasion skills during the course of their work.
- The postholder makes a range of decisions which will have an impact on the outcomes of the project/area of work, and the systems/organisational arrangements of Council.
- The postholder will comply with legislative and policy changes and will review and implement any changes required during the course of the project.

Environment - work demands, physical demands, working conditions, work context

- The postholder will be expected to operate with a degree of autonomy and is likely to be subject to competing and conflicting demands.
- Within the range of normal office-based activities in terms of physical demands.

Supervision and management of people

- This will be determined by the size of the project/area of work however may require responsibility for temporarily assigned staff plus the use of external service providers.

Resources the job holder will be responsible for

- The postholder will manage any resources required to ensure that the project/area of work is completed on time and to the defined objectives.

Additional information - health and safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).