

Post title	Trainee Procurement Specialist
Division / Section	Commercial and Procurement Services
Department	Corporate Services
Responsible To	Senior Category Manager
Number of post holders	5
Acting up/ Secondment	No

Purpose of Job

The postholder will develop a category insight (markets/trends/needs) or procurement delivery insight and experience, through support from Category Delivery Leads, Senior Procurement Specialists and Procurement Specialist in the service, and will be responsible for assisting with the delivery of a number of sourcing / procurement projects.

MAJOR TASKS/JOB ACTIVITIES

- Assisting project planning.
- Supporting savings proposal development.
- Engage with suppliers and service areas to develop procurement approaches that optimise value for money, supported by senior staff.
- Work on sourcing specific and other Procurement projects as required.
- Assisting to 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.
- Assist with the selection of appropriate suppliers and contractors, to demonstrate value for money.
- Promote good procurement practice including sustainability, ethical purchasing standards, and equalities and delivering community benefits.
- Report on progress to Senior Category Manager or other appropriate staff as required throughout the life span of projects.
- Identify and manage risks and issues, supported by senior staff in the service area.
- Undertake contract handover process on completion of each procurement project.

- Assist with complete end to end process of tender, from inception to delivery.
- Carry out analysis of various data, market research, spend analysis, market options assessment as directed.
- Provide positive support to ensure the key performance indicators set for departments/stakeholders are upheld.
- Give assistance with the development and implementation of commodity strategies that are put in place for procurement contracts/framework agreements. Strategies and approaches will take cognisance of all relevant policy and best practice drivers such as sustainability, social considerations, finance systems , etc.
- Provide support to ensure optimum strategies for specific goods and services with contracts awarded on the basis of best economic value for money for the Council.

Supervision and Management of People

The post has no formal staff responsibilities although they may work within project teams as required and to procure and manage external staff and consultant resources, particularly in relation to delivering Procurement effectively.

Along with team members, the postholder is responsible for building and maintaining an effective team environment, ensuring effective communications with all procurement staff, other sections and business areas both internally and externally.

Creativity and Innovation

The postholder must demonstrate a creative and constructive approach to problem solving. An ability to assist in the interpretation 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.

Contacts and Relationships

The post 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 post'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 post advises staff and managers on Procurement issues. The postholder will develop partnership relationships with other sections, departments and agencies to ensure effective strategic planning and customer orientation. Assist and work closely with stakeholders of Project Teams, providing guidance and advice where applicable. Assist in the formulation and implementation of innovative procurement strategies based on comprehensive market research, and in line with procurement Regulations and Council Policies/Council Standing Orders as directed.

Provide effective stakeholder engagement within the Scottish Public Sector to develop key relationships ensuring service delivery is aligned to the core tender objectives.

Decisions (Discretion)

The post will make assist in making decisions in relation to progressing the projects/areas of work they are carrying out, and in line with the stipulated outcomes.

The post must possess an understanding of both the political and local government framework together with corporate objectives to ensure that decisions taken are consistent with the stipulated outcomes of the project.

Decisions (Consequences)

The post will assist in making 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 post will comply with legislative and policy changes, and will review and implement any changes required during the course of the project to ensure an understanding of the impact this on decision making.

Resources

The post will manage any resources required to ensure that the project/area of work is completed on time and to the defined objectives. These will be determined by the size of the project/area of work, but may require responsibility for temporarily assigned staff plus the use of external service providers.

Environment – Work Demands

The post will be expected to operate with a degree of autonomy and is likely to be subject to competing and conflicting demands.

Environment – Physical

Normal physical demands. The post is largely office based



Environment – Working conditions

Normal working conditions. The post is largely office based

Environment – Work Context

Normal working conditions. The post is largely office based

Knowledge and Skills

A degree or an equivalent professional qualification is essential. Relevant experience and demonstrated competence may be taken into account in place of formal qualifications.

The postholder must have the ability to work within a number of multi-disciplinary teams working to deliver specific projects.

The postholder must be able to communicate and negotiate effectively at all levels both verbally and in writing and able to demonstrate an ability to analyse complex issues, assess their business impact and resolve these effectively.

The postholder must be able to present issues effectively and clearly at a variety of forums.

The postholder must possess a sound understanding of both the political and local government framework together with corporate objectives to ensure that decisions taken are consistent with the strategic vision.

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 to 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.

Organisation Structure

Commercial & Procurement Team

