

**EAST LINDSEY DISTRICT COUNCIL**

Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP. Tel: 01507 601111

**OUTLINE JOB DESCRIPTION**

| <b>OCCUPATION</b>   |                                                   |
|---------------------|---------------------------------------------------|
| Job Title           | Procurement Officer                               |
| Business Area       | Internal Audit and Information Governance         |
| Post Number         |                                                   |
| Grade               | Grade 6                                           |
| Enhancements        | None                                              |
| Post Responsible To | Head of Internal Audit and Information Governance |

| <b>KEY OBJECTIVES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"><li>1) To provide advice, guidance and support in respect of all of the Council's Procurement and Contract Management activities in accordance with Contracts Procedure Rules, Procurement legislation, best practice, policies and procedures</li><li>2) To act as the system administrator and key contact for the Council's e-Tendering solution</li><li>3) To provide training to officers and stakeholders in respect of Procurement legislation, best practice, policies and procedures</li><li>4) To ensure Procurement policies and procedures are up to date and in accordance with legislation and best practice</li><li>5) To ensure Procurement data, including the Council's Contracts Register is accurately maintained and published in accordance with Transparency requirements</li><li>6) To act as a key point of contact for potential suppliers in terms of process, documents and tools.</li><li>7) Ensure all Procurement documentation is accurate, up to date and regularly reviewed.</li><li>8) To maintain an understanding of all UK and EU procurement legislation and the Council's Contracts Procedure Rules</li><li>9) Provide reports and analysis in relation to spend data to Senior Management in order to support compliance, innovation and strategic procurement planning</li><li>10) To work in partnership with other authorities and organisations in order to identify and maximise joint procurement opportunities</li></ol> |

| <b>DUTIES AND RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | To provide detailed support and guidance to staff, stakeholders and partners when undertaking any form of procurement activity (including procurement processes, projects, liaising with buyers/suppliers, documentation preparation/completion) |
| (b)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | To maintain a detailed knowledge and understanding of Procurement legislation, policies, procedures and best practice)                                                                                                                           |
| (c)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | To promote good procurement practice throughout the organisation and suggest pragmatic and innovative solutions to procurement related issues                                                                                                    |
| (d)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | To undertake periodic data analysis of the Council's spend data in order to identify trends or savings opportunities and report on compliance                                                                                                    |
| (e)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Ensure that the Council's Contracts Register is accurately maintained and published in accordance with Transparency legislation                                                                                                                  |
| (f)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | To provide support and advice at all stages of the Procurement process (including pre and post tender documentation, terms and conditions, specification drafting etc.)                                                                          |
| (g)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | To ensure that all Procurement related policies and procedures are regularly reviewed and updated in accordance with current legislation and best practice                                                                                       |
| (h)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | To ensure that Procurement related documentation is made available through the Council's website where applicable and that the information is kept up to date                                                                                    |
| (i)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | To provide advice, support and guidance in respect of Contract Management processes                                                                                                                                                              |
| (j)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | To provide support to the wider Internal Audit and Information Governance team as and when required                                                                                                                                              |
| <b>KEY MEASURABLE TARGETS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>• To ensure procurement activities are compliant with legislation, policy, procedure and best practice</li> <li>• To provide timely and high quality advice and support when required</li> <li>• To keep the Head of Internal Audit and Information Governance updated on changes to relevant legislation, best practice policies and procedures</li> <li>• Develop and maintain an up-to-date reference and training resource for Procurement legislation, best practice , policies and procedures</li> </ul> |                                                                                                                                                                                                                                                  |