

# Epsom & Ewell Borough Council

## Role Profile

<b>Role Title:</b>	Procurement Officer
<b>Service:</b>	Policy Performance & Governance
<b>Location:</b>	Council Offices, The Parade, Epsom, Surrey KT18 5BY
<b>Reporting To:</b>	Head of Policy, Procurement & Governance

<p><b>Role Purpose:</b></p> <p><i>Why the role exists and its contribution</i></p>	<p>To provide effective procurement and ensuring that the Council is legally compliant with all directives, legislation and contract standing orders.</p> <p>Provide advice, support and guidance in facilitating the delivery of best value through procurement</p> <p>Assist in the delivery of e-tendering across the Council</p> <p>Support all users of the Council's purchase order system</p> <p>To work with the Contract Manager to ensure best value is obtain from the Council's spending</p> <p>Achieve value for money and innovation for all procured works, services and supplies</p>
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## Main Duties and accountabilities

<p><b>Service Specific</b></p>	<p>To liaise with service teams providing advice and support in the procurement of goods and services</p> <p>Assist in the implementation of e-tendering across the Council, and supporting all users of the system, including developing and uploading all documentation, developing and using standard templates, working with the technical knowledge of service leads, and administering processes on the system.</p> <p>Liaise with external providers assisting in the delivery of an effective procurement function</p> <p>Identify procurement training and development requirements within service areas; work with others to meet those requirements.</p> <p>Implement improvements in procurement strategy and procurement</p> <p>Have responsibility for the administration of the Purchase Order system, providing training, monitoring use and implementing improvements in</p>
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	<p>conjunction with the Finance Team.</p> <p>Attend the Surrey Procurement Group</p> <p>Update the contracts register and work with the Contract Manager to improve contract monitoring arrangements.</p> <p>Identify procurement opportunities by monitoring contracts</p> <p>Analysing and monitoring of the Councils spend to obtain best value.</p> <p>Maximise opportunities to increase income generation.</p>
<b>Generic Duties</b>	<p>Retain a professional qualification and membership and participate in learning that is required to perform the role effectively and in line with statutory requirements.</p> <p>Use technical and professional knowledge to help ensure council statutory obligations are adhered to through investigations, inspections and enforcements in accordance with relevant legislation, codes of practice and other regulatory instruments</p> <p>To provide general advice and support to the organisation in relation to service specific requirements.</p> <p>To seek, build and maintain good relationships with senior managers, business partners, other Councils and all levels of staff.</p> <p>Manage issues and processes to a conclusion effectively protecting the Council's interests.</p>

<b>The key decision making areas in the role</b>	
<ul style="list-style-type: none"> <li>• Identification of all contract spend</li> <li>• Procurement procedure</li> <li>• Project managing the process for ensuring purchase orders used for all purchases.</li> <li>• Innovative in maintaining and developing best procurement practices</li> </ul>	
<b>Customers and contacts</b>	
Contractors and service managers.	

<b>Dimensions of the role</b>	
<b>Financial</b>	<b>Non-financial</b>

- £12M of procurement
- Analysis of all spend

- Council contract activities
- Analysis of statistical data
- Presentation of information
- Purchase Order system
- Procurement System