



JOB DESCRIPTION

Post Title: Procurement Officer
Duration: Permanent
Reports to: Procurement Manager

Job Summary

Tees Valley is where five distinct boroughs come together to make one exceptional destination in which to invest, live, work and visit.

The Tees Valley Combined Authority has made huge progress since its creation, taking on devolved responsibilities from Government for transport, infrastructure, skills, business investment, and developing local collaborations on culture and tourism.

This new role will support the Procurement Manager to deliver procurement activities across Tees Valley Combined Authority, South Tees Development Corporation, South Tees Site Company and Teesside International Airport Limited (the '**Group**') as well as supporting wider Group priorities when needed. For the successful candidate, this role presents an opportunity to be involved in our diverse group and major developments and regeneration in our region.

Duties & Responsibilities

1. Support the Procurement Manager with the delivery of Group procurement activities as well as supporting wider group priorities when needed.
2. Undertake the day to day co-ordination of a range of procurement procedures such as preparation of tender documents, coordination of tender meetings with internal stakeholders and suppliers, creation of purchase orders, confirming goods/services on purchase orders, and management of contracts from a commercial perspective alongside the Project Manager.
3. Ownership of a portfolio of procurements, this will include (but not limited to):
 - Review of markets to understand the commodity
 - Supplier relationship and risk management
 - Engage with end users to understand requirements
 - Act as an interface between suppliers and other relevant departments on procurement processes and new projects and activities
4. Ensure compliance to Public Contracts Regulations 2015 and the Utilities Contract Regulations 2016 (in relation to the Airport Procurement Work)
5. Delivering effective business partnering arrangements to your assigned teams within the Group and developing your own category management expertise on behalf of the wider procurement function.
6. Deliver a personal caseload of procurement matters across the Group but with a particular focus with set up frameworks and supporting major projects.

7. Promoting good contract management practices across the Group.
8. Ensure compliance in delivering Value for Money through procurement processes and providing management information to demonstrate group procurement activities.
9. Support the Procurement Manager to promote procurement knowledge and advise upon procurement matters within the Group as required.
10. Work closely with others in the procurement departments across the Group and review opportunities for continuous improvement
11. Help to ensure compliance with relevant legislation i.e. procurement legislation, state aid, data protection and freedom of information.
12. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
13. Ensure compliance with Governance procedures, procurement regulations and the I Data Protection legislation
14. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
15. Take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.

PERSON SPECIFICATION

Post Title: Procurement Officer

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	<p>Chartered Institute of Purchasing and Supply (CIPS) qualification</p> <p>OR</p> <p>Ability to demonstrate equivalent level relevant knowledge gained through demonstrable works experience.</p>	<p>Educated to degree level in a relevant discipline.</p> <p>Recognised finance or similar qualifications.</p>	Certificates
Experience and knowledge	<p>Demonstrable experience of leading on procurement exercises both above and below the threshold, including where there was involvement from Senior Members of an organisation.</p> <p>Demonstrable experience of dealing with and influencing Senior Members of an organisation.</p>	<p>Good understanding of Public Contracting Regulations 2015) and./or the Utilities Contact Regulations 2016.</p> <p>Knowledge and experience of public sector procurement and working with public sector procurement management organisations.</p> <p>Demonstrable experience of leading major procurement exercises, using open and restricted procedures (inviting/selecting tenders, managing contracts).</p> <p>Understanding of business partnering and category management expertise.</p>	Application/ Interview

		<p>Knowledge of existing public sector frameworks.</p> <p>Knowledge/experience of contract management.</p> <p>Experience of using e-Procurement systems.</p>	
Skills	<p>Excellent data analysis skills</p> <p>Ability to plan strategically</p> <p>Proven competence to communicate, negotiate and influence at senior executive level.</p> <p>Excellent written and oral presentational and communication skills</p> <p>Excellent collaborative working skills, with an ability to articulate opinions and influence others.</p> <p>Ability to work as part of a multi-disciplinary team and represent the organisation in a professional manner.</p> <p>Good report writing and presentation skills.</p> <p>Ability to exercise solid judgement on business priorities, and to make compelling cases in support of business decisions and value judgements</p>	<p>Accomplished supplier networking and negotiating skills</p>	<p>Application/ Interview</p>

Personal Attributes	<p>A proven self-starter with a demonstrable can-do attitude and an ideas-oriented approach.</p> <p>Strong self-motivation, evidenced by a pro-active approach to work and problem solving.</p> <p>A willingness to learn and develop.</p>		Application/ Interview
----------------------------	--	--	---------------------------