



# CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

## JOB DESCRIPTION

<b>Role</b>	<b>Procurement Officer</b>
<b>Reports to</b>	<b>Head of Procurement and Contracting</b>
<b>Directorate</b>	<b>Legal and Governance</b>
<b>Grade - Current Salary Banding (02/24)</b>	<b>NJC 10 £36,648-40,220</b>

### Job Purpose

To work as part of the Procurement and Contracting team, supporting the wider organisation in meeting their procurement requirements, and to support the **Head of Procurement and Contracting** with complex procurements.

To ensure all procurement processes are delivered in compliance with the Contract Procedure Rules, of the Combined Authority, wider legislation, and transparency requirements.

### Key Responsibilities

1. To provide effective procurement and contracting advice and provide support throughout whole life of the contracting process, individually, and with the supervision of the Head of Procurement & Contracting for complex procurements.
2. To provide and advise on the use of procurement templates, appointment and evaluation criteria, procurement timetables, and the provision of procurement documentation, with the support of legal advisors in relation to contract documentation etc.
3. Ensure appropriate Governance is in place by:
  - Ensuring compliance with the CPCA Constitution, Contract Standing Orders and Financial Regulations through the provision of appropriate advice and guidance to internal customers and key stakeholders.
  - Actively promoting best practice procurement techniques within the stakeholder community to enhance a value for money culture.
  - Providing advice and guidance relating to procurement regulations. Identify key areas of risk to potential procurement strategies
  - Ensuring that appropriate audit trails are established per policies and procedures for all procurement-related activity, including adherence to the Contract Procedure Rules set out within the CPCA Constitution.
4. To provide practical support in identifying available and suitable routes to market, including framework agreements, and supporting officers in the completion of appropriate documentation, including specification, and managing the procurement process, including mini competitions in the context of framework agreements.
5. To support officers with completing all procurement-related reports, including (but not limited to); exemptions, contract variations or extensions and award reports and manage the process of ensuring they are reviewed and agreed by all necessary internal officers or external parties, or supporting on any other process of authorisation. Ensuring that any associated administration or record keeping is carried out.
6. To manage and be accountable for the e-tendering portal for all procurements including setting up the project, posting adverts, uploading tender documents, managing the Q&A process, co-ordinating the responses, the issue of notifications, award notices, processing and attaching signed copies of reports and contracts.



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7. To carry out credit checks and due diligence on all tender process participants or potential direct award companies and liaise with finance and legal on any identified risks before either shortlisting or awarding a contract.
8. To oversee an appropriate evaluation process and carry out or arrange for (and support) the carrying out of the moderation exercise of procurement processes under your management, and (as required) supporting the Head of Procurement & Contracting. Arrange for the collation of scoring, as moderated, and for feedback, an award report, notification/standstill letter letters and feedback.
9. To ensure the publication of award notices as required (for example Contracts Finder and TED) once internal approvals are agreed and signed off and suppliers have been notified and standstill completed.
10. Ensure contract databases are developed and kept current for area(s) of responsibility, including measuring supplier KPI's and ongoing performance management
11. Manage the Combined Authority's Contract Register to ensure that it is properly complete and accurate, and that other related updates (including waivers, extensions are added), in accordance with transparency requirements.
12. Organise and publish details or supplier or market engagement events, collate details of attendees and ensure all communications are collated to ensure related procurements comply with the Public Contract legislation.
13. Assist in the development of the service area, with the development of template documentation and guidance, and lessons learned discussions, providing feedback to officers, and the Head of Procurement and Contracting.
14. Work with collaborating partners, and authorities to support joint initiatives.
15. Ensure timely delivery of all stages of the procurement process to meet the demands of the business.
16. Any other duties as required by the Head of Procurement and Contracting.
17. Embrace and promote the values and behaviours of the organisation in line with our Behaviour Framework and ensure that the highest standards of conduct and behaviour in line with Combined Authority Code of Conduct.
18. Ensure that service provision respect and reflect the needs and diversity of communities residing within the Combined Authority Area and decisions are taken with full regard to the Authority's policies on equality and diversity, whilst visibly demonstrating a commitment to the principles, aims and objectives of such.
19. Ensure a positive and proactive approach to the management of health and safety across all areas of responsibility.



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## Person Specification

### EXPERIENCE

- Previous experience working with Public Sector Procurement Regulations (Essential)
- Experience managing tenders electronically (Essential)
- Purchasing experience is essential; demonstrates the ability to develop procurement strategies (using appropriate tools and techniques), lead on engaging and evaluate tender responses, undertake bid conditioning and bid clarification, debriefs suppliers, award contracts, manage supplier relationships, supplier performance and undertake supplier and contract management activities. (Essential)
- Experience working in procurement both in the private and public sector (Desirable)
- Experience procuring construction and consultancy contracts (Desirable)
- Experience procuring public transport contracts (Desirable)

### SKILLS / KNOWLEDGE & ABILITIES

- Ability to build credibility with key stakeholders and obtain their 'buy in'
- Able to effectively present information, proposals and ideas whilst engaging the audience and clearly communicating the benefits of change
- Ability to communicate and negotiate with third parties, internal and external stakeholders
- Ability to demonstrate professional knowledge and judgement in making decisions
- Ability to organise and prioritise own workload, within defined requirements for the role.
- A 'can do' attitude to getting things done in a collaborative manner that supports a team working approach
- Ability to work to deadlines with a track record of ability to deliver against targets
- Ability to manage numerous procurements whilst ensuring deadlines are met and attention to detail is adhered to
- Good oral and written skills to provide clear and concise messages
- Knowledge of and proficiency using standard IT packages (Microsoft Office, Outlook and similar systems).

### QUALIFICATIONS

- Willingness to undertake Chartered Institute of Procurement and Supply Qualification
- Maths & English GCSE (or equivalent qualification required to undertake CIPS training)