

Job Description

Job Title	Procurement Support Officer
Directorate	Finance and Resources
Service Area	Procurement and Contracts Service (P&CS)
Grade	5
Competency Level	2
Salary	£32,046 - £36,581
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	N/A
Job Evaluation Ref No	A9107

Job Purpose

To provide effective support to designated to spend areas within LCC with particular emphasis on procurement and demand management. To assist Procurement Business Partners (including Senior) and/or Procurement Buying Service Manager and to lead on designated procurement projects proportionate to the role. To be part of a flexibly deployable team which can efficiently support different areas according to the requirements determined.

Directly Responsible For:

N/A

Directly Responsible To:

Senior Procurement Business Partner, Procurement Business Partner and/or
Procurement Buying Service Manager

Main Areas of Responsibility:

This is a generic role where you will be expected to support work across any area within the P&CS in accordance with the operational business requirements.

Central mechanics of the role:

- To provide specialist support to designated procurement teams within the P&CS as appropriate
- To support Senior Procurement Business partners, Procurement Business Partners and Procurement Buying Service Manager and to manage designated projects and spend areas whilst providing advice, insight and challenge
- To support the team/s in gathering the best possible market insight and intelligence in order that all procurement decisions are based on the most up to date and relevant information.
- To provide clear support to the team/s, enabling them to be able to improve performance
- Support the team/s in helping internal clients better manage demand.
- To support contract compliance, related procurement policy and support of the Contract Standing Orders generally
- To undertake administrative duties as required using both manual and computerised systems

- To use available technology and undertake system duties commensurate with the grade
- To liaise with other service areas on procurement matters as required including related systems and reporting mechanisms
- To participate in regular training and continuing professional development in order to continually refine and develop personal skills
- To add value in all aspects of your work, in line with the stated direction and values of Liverpool City Council
- To maintain a consistent focus on the outcomes of our work together with being conscious of the services we deliver and the impact they have on both internal customers and service users
- At all times to act as an ambassador for both Liverpool City Council and the city of Liverpool through your expertise, experience, enthusiasm and approach
- A team player who is collegiate
- A proactive and successful relationship builder across the team, wider organisation and its partners
- An ability to think both operationally and strategically as the situation demands
- Diplomatic at all levels; efficient and effective in a fast-changing environment
- Ability to influence and persuade

Supervision and Management Responsibility:

N/A

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post is a predominately office work with occasional visits to other Council sites. It will involve sitting for long periods of time and an occasional requirement to travel to other Council sites

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Qualification relating to procurement or willing to work towards (A)

Desirable

- Working towards a management level qualification
- Evidence of on-going personal development

Experience

Essential

- Experience of supporting procurement teams in a similar commercial environment (I)
- Evidence of contributing towards service improvement in a similar commercial environment (I)
- Evidence of developing and sustaining strong working relationships with internal clients and evidence of successful management of demand (A/I)

Desirable

- A good understanding of how effective category/spend management can contribute towards the achievement of corporate goals

Skills/Abilities

Essential

- A working understanding of the broad issues affecting local government procurement and the processes which underpin that procurement (A/I)
- A track record of effective communication and the ability to build and foster effective working relationships (A/I)
- An ability to manage across complex partnerships (I)

Desirable

- A sound understanding of procurement regulations and all relevant legal frameworks

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Desirable

- A sound understanding of current political and economic issues and how these relate to procurement within local government
- A clear commitment to equality and diversity