

Job Description

Job Title	Graduate Procurement Officer
Company	Crescent Purchasing Ltd.
Responsible To	Procurement Manager
Salary	£23,000 to £25,000 (depending on experience)

Statement of Job Purpose

Working within the Contracting team and reporting to a Procurement Manager, you will be responsible for supporting the end-to-end procurement cycle for various agreements within either the Product, People or Place categories. You will be responsible for supporting the delivery of the whole procurement cycle from business planning, pre-market engagement, end-to-end tendering, contract management, stakeholder engagement and managing the overall performance of the agreements within the portfolio.

You will also help provide a full and professional procurement service to all our members, covering the acquisition of any goods or services under Framework Agreements and Dynamic Purchasing Systems (DPS).

Main Duties and Responsibilities

Procurement

1. Oversee with support, the management of assigned frameworks and contracts including aiding with the tendering process and contract management protocols.
2. Acquire and demonstrate relevant market knowledge on commodity areas as directed.
3. To answer internal and external stakeholder queries, using relevant purchasing techniques to help provide a full purchasing advisory service to members dealing with all queries in a professional and courteous manner.
4. Work in a professional manner to support the business in achieving best value for members.
5. Undertake formal tender processes, using standard contract and tender documentation amended where necessary and appropriate. With support, develop detailed & bespoke tender evaluation criteria relevant to each exercise.

6. Undertake price benchmarking exercises as required and in liaison with external agencies.
7. Provide administrative support for a range of Contract Management processes as required.
8. Provide administrative support to the Contracting Team as required.
9. Provide professional advice and assistance to all members in respect of resolving any problems arising from contracted suppliers.
10. Develop detailed guidance documentation including the provision of further competition documentation and marketing material to help members call-off from the assigned frameworks.
11. Support the on-going development of the contracting programme and ensure it is kept up to date.
12. Assist suppliers and members with queries on the electronic tendering platform.
13. Develop detailed tender evaluation criteria for the specific framework being tendered.
14. Work with the Data Analytics staff to conduct spend forecasts for the assigned frameworks.
15. Support the helpdesk function handling and redirecting telephone and email enquiries as appropriate.
16. Provide a contact point for suppliers undertaking supplier liaison and supplier suitability assessment (including supplier visits).
17. Undertake relevant learning and development as required with the support of CPC's Learning and Development Lead
18. Through the use of Continuous Professional Development (CPD) and proactive research, keep abreast of any changes in UK procurement and contracting procedures and related legislation.
19. Continually maintain the Customer Relationship Management (CRM) database records, including framework and agreement details, and ensure that all records are updated as required.

Other Duties and Responsibilities

20. Foster the Company values and work collaboratively with colleagues across the company to support others in achieving corporate objectives.
21. Work in a professional manner to support the business in achieving best value for money for members.
22. Be prepared to undertake a course of study leading to full memberships of CIPS.

23. Proficient in the use of all relevant purchasing software requirements, including assisting under supervision in the operation of the electronic tendering platform and other related systems.
24. Assist the team with presentations, seminars and training sessions as required.
25. Attend meetings, conferences and other events fully representing the Company.
26. Be prepared to undertake occasional travel to the requirements of this role across the UK.
27. Undertake other duties as prescribed by the Contracting team.

Disclaimer

The job duties, elements, responsibilities, skills, functions and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. The job description will be reviewed annually as part of the performance review process and Crescent Purchasing Ltd reserves the right to revise this job description at any time.

Person Specification

Attributes	Key Competencies
<p>Procurement Fundamentals: You are at the start of your procurement career and are gaining a grounding in the basics from supervised work and interaction with colleagues.</p>	<ul style="list-style-type: none"> You are aware of the regulations underpinning public procurement. You can recognise compliant processes. You understand the fundamental aspects of procurement service delivery.
<p>Procurement Planning: You have limited market and category knowledge but through supporting colleagues, you are beginning to appreciate the value of procurement planning.</p>	<ul style="list-style-type: none"> You understand the need for supply categorisation. You are aware of the benefits of pre-procurement engagement with the supply market. You appreciate the need to include stakeholders in planning for procurement.
<p>Tendering & Award: You are generally aware of the tendering and award process and can support colleagues with the management of live tenders. You are yet to take responsibility for your own tenders.</p>	<ul style="list-style-type: none"> You understand the basic principles of transparency, equal treatment & proportionality. You can navigate MultiQuote and process tender queries from suppliers, seeking responses from relevant stakeholders. You have an appreciation of the templates used and the process from initial tender notice to award.
<p>Contract Management: You are aware of the need to ensure that contracts are managed throughout their lifetime. You can assist stakeholders with basic contract management queries.</p>	<ul style="list-style-type: none"> You can signpost stakeholder enquiries to senior colleagues. You can determine when a contract management enquiry needs to be urgently escalated. You can alert senior colleagues to contract management milestones. You can determine when regulatory contract management processes need to be adhered to.
<p>Wider Professional Skills: You have some awareness of the impact on procurement activity of wider business and regulatory compliance. You are beginning to link these requirements to the procurement process.</p>	<ul style="list-style-type: none"> An awareness of ethical procurement and wider procurement professional ethics. An awareness of regulatory requirements such as TUPE, FOIR and wider transparency. An understanding of the key elements of project management and how these tools support the work of the team and wider stakeholders.

Stakeholder Facing Skills:
 Whilst you are at the start of your procurement career, customer service to all stakeholders is important and you will be gaining a basic understanding of the core principles of delivering services in an advisory/ consultancy setting.

- You can manage your diary and appreciate the impact that poor time management has on colleagues, members, and clients.
- You can communicate in a professional manner with all stakeholders.
- You have a basic understanding of customer service skills.

IT and Management Skills:
 You will be working under supervision, but possess the basic skills needed to use the IT systems provided to support you.

- Proficient in MS 365 core apps.
- Able to access and use MultiQuote.
- Able to access and use CRM.

Crescent Purchasing Ltd is an Equal Opportunities Employer and committed to Equality and Diversity.