

JOB DESCRIPTION

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| JOB TITLE: | Senior Contracts & Procurement Officer |
| COMPANY: | Crescent Purchasing Ltd |
| RESPONSIBLE TO: | Contracting Manager |
| RESPONSIBLE FOR: | N/A |
| LOCATION: | Initially Technology House, Lissadel Street, Salford, M6 6AP Potential relocation to other premises in surrounding area within 12 months |

STATEMENT OF JOB PURPOSE

To be part of the Contracting team which provides a full and professional purchasing service to all members of the Crescent Purchasing Consortium (CPC), covering the acquisition of any goods or services required. Working without supervision to deliver all duties and responsibilities as required commensurate with this post.

MAIN DUTIES AND RESPONSIBILITIES

Purchasing Duties and Responsibilities

1. Manage and monitor the assigned frameworks and contracts, including negotiation of contract variances to affect continuous improvement in contract delivery
2. Display professional market knowledge on assigned commodity areas
3. Work closely with the Contracting Manager in achieving best value for money, working in a professional manner without supervision
4. Answer internal and external queries, using professional purchasing techniques to help provide a full purchasing advisory service to the CPC and dealing with all queries in a professional and courteous manner
5. Undertake formal EU tenders and quotation exercises as required by customers or the CPC using standard CPC contract and tender documentation, amended where necessary and appropriate. Develop detailed tender scoring criteria for the specific tendering exercises being undertaken
6. Provide a contact point for the CPC suppliers undertaking supplier liaison and supplier suitability assessment (including supplier visits)
7. Set-up new frameworks for use by CPC members
8. Contract manage all assigned CPC frameworks contracts including performance measurement and monitoring

9. Through the use of Continuous Professional Development (CPD) and proactive research, keep abreast of any changes in EU procurement and contracting procedures and legislation
10. Provide professional advice and assistance to all CPC members in respect of resolving any problems arising from contracted suppliers
11. Develop general guidance documentation and marketing material to help CPC members make EU-compliant call-offs from the assigned frameworks
12. Assist in the instigation and undertaking of marketing exercises in relation to CPC recruitment of members or increased collaboration under the direction of the Contracting Manager
13. Become proficient in the operation of any performance measurement systems including tender evaluation methodology

Other Duties and Responsibilities

1. Support the on-going development of the contracting programme and ensure adequate resource is available to keep it up to date
2. Become proficient in the use of all relevant purchasing software requirements, including the operation of the "In-Tend" (electronic tendering) software and other related systems
3. Assist other members of the team in presentations, seminars and training sessions as required
4. Attend meetings, conferences and other events fully representing the CPC as required. Be prepared to undertake travel relevant to the requirements of this role across the UK
5. Assist in the training of CPC members in purchasing or purchasing related systems as required
6. Undertake a methodical approach to project management, leading teams to successful project delivery
7. Supervise any relevant purchasing-related operations as directed by the Contracting Manager
8. Undertake other duties as prescribed by the Contracting Manager or Senior Management Team.

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| PERSON SPECIFICATION |
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Purchasing Requirements

1. Must have attained full corporate membership of the Chartered Institute of Purchasing and Supply (MCIPS)
2. Must have reasonable and demonstrable experience of working within a professional purchasing environment undertaking the acquisition of a range of commodities and services
3. Must have a good working knowledge of EU procurement legislation
4. Must have experience of contracting and contracting procedures
5. Must have experience of contract management

6. Must be prepared to work as part of a team using practicality and innovation to resolve purchasing, procedural and processing problems. Experience of working as part of a team is desirable
7. Must be able to understand and to promote the advantages of collaborative contracts to maximize take-up and increase collaboration
8. Must be able to provide purchasing/contracting advice to other members of staff to enable them to advise members

Personal Requirements

1. Must be able to communicate effectively at all levels of an organisation and with external agencies, both verbally and in writing
2. Must be computer literate with a sound knowledge of the use of standard Office software packages. Must be prepared to learn new software systems and packages
3. Must have excellent organisational skills and the ability to work independently without supervision when necessary
4. Must possess self-motivational abilities
5. Must be willing to undertake further training or educational courses/ Continuous Professional Development as is deemed applicable and appropriate to the support and development of the CPC
6. Knowledge of e-tendering and other purchasing software is highly desirable
7. Team leadership experience is desirable
8. A full UK driving licence is desirable as is the facility to use own car for business travel as occasions demand

Crescent Purchasing Ltd is committed to Equality & Diversity.

This job description will be reviewed annually as part of a process of performance review.
