

Job Description

Job Title Procurement Specialist

Responsible to: Procurement Manager

Location: Buckinghamshire

Salary: £42,000 - £45,000 FTE depending on experience.

Role Type: Permanent

Background

[Crescent Purchasing Consortium \(CPC\)](#) is a not-for-profit purchasing consortium and we produce compliant purchasing frameworks and provide specialist advice on spending practices and value for money. Our longstanding history and dedication has earned CPC a reputation for excellence, which has allowed us to support public sector organisations with a combined non-pay spend of £441m throughout the 2023/24 financial year alone.

Statement of Job Purpose

Working with our client you will be responsible for leading the process for procuring contracts for a variety of categories, including facilities, estates, finance, curriculum and ICT and other projects and services.

This role will contribute to embedding best practice, efficiency and effectiveness within procurement processes and decisions, ensuring compliance with UK procurement regulations and legislation and assisting us to achieve savings.

Reporting to the Procurement Manager you will be responsible for offering a proactive and comprehensive service and advice on all aspects of procurement to all levels of personnel and manage relationships between our client and their diverse range of suppliers.

Main Duties and Responsibilities

General Work

1. To take prime responsibility for carrying out a variety of procurement activities for our clients (as agreed with the client and the Procurement Manager) and that effective professional dialogue is maintained with the client in relation to the following activities:

- Research, analysis and reviewing of client non pay expenditure;
 - Providing full procurement activity reports;
 - Identifying, delivering and securing savings across a wide range of spend categories;
 - Obtaining, compiling and keeping various data up to date to inform our clients of procurement activities;
 - Exploration of the clients current spend with subsequent benchmarking and market testing activity to consider alternative suppliers and where appropriate drafting reports which recommend changes to achieve savings;
 - Review of the client's current written procurement procedures and regulations including recommendations as to any changes that should be made;
 - Drafting of policy and procedure notes in relation to procurement and value for money;
 - To prepare all necessary paperwork for tenders and Requests for Quotation; including realistic timetables that comply with regulations (UK PCR and clients own Financial Regulations);
 - Project manage all procurement activities against agreed timetables, alerting the Regional Procurement Manager and Directors (where necessary) and the client, of any potential difficulties and delays;
 - Keeping records of savings performance vs. reported targets;
 - Ensuring that the client's workplan and contract data is kept current and up to date;
 - Drafting monthly and termly progress reports.
2. To be pro-active with the client's staff to promote the benefits of procurement best practice and
 3. To provide advice and assistance as required with sourcing goods and services.
 4. To assist in the preparation of relevant paperwork for all Request for Quotes and tender (including: UK FTS notices, SQ Questionnaires and Evaluations, Specification Documents, ITTs, Tender Evaluations, award notices and Letters: listed here as examples).

5. Ensuring compliance with Company documents, processes and presentation standards.
6. Arranging on-site information gathering visits and clarification presentations with suppliers and clients and attending these events to facilitate the smooth running of the service.
7. To use as necessary, the Company's electronic tendering portal and other systems/ICT.
8. To review the client's compliance to it's own procurement/contracting procedures on a regular basis.
9. Identify opportunities for additional savings.
10. To review/draft and finalise contracts for clients in a range of different product and service areas.
11. To advise clients on and assisting with the compilation, introduction and monitoring of Service
12. Level Agreements (SLA's) and Key Performance Indicators (KPI's).
13. To develop with the client a programme for monitoring and review of contractual arrangements to ensure adherence to SLAs and KPIs as appropriate, and goods and/or services are of a suitable quality.
14. To keep personally up to date with legislative and best practice changes relevant to procurement activities carried out by the Company.
15. To carry out other duties commensurate with the level and scope of the post, which are or become evident to meet the needs of the Company.
16. To support and contribute to the friendly and supportive ethos of the Company, particularly in communications with customers, contractors, associate consultants and staff, ensuring all are treated with dignity and respect.
17. You will be expected to ensure a healthy and safe working environment at all times. You will be expected to take reasonable care for your own safety and that of

other Company users.

18. You will be required to adhere and work in compliance with Company policies and procedures.

Project work

19. Undertake short and long-term projects as required by the client and Manager or Directors.

Other

20. To work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels of the organisation.

Person Specification

| Attributes | Key Competencies |
|---|--|
| <p>Procurement Fundamentals: You are routinely working independently and providing guidance and support to junior colleagues. You are increasingly seen as an authority on procurement and a go-to person for colleagues, clients, and members.</p> | <ul style="list-style-type: none"> You apply the basics of public sector procurement to all aspects of your role. You have developed robust systems and procedures, enabling you to deliver the services you provide and/or enable clients and members to deliver these services. You are seen by colleagues, clients, and members as a trusted source of support and advice and support junior members in developing their skillset. |
| <p>Procurement Planning: You are a category expert and have a full appreciation of the supply market supporting the education sector. You are confident when working with stakeholders to define need and determining routes to market.</p> | <ul style="list-style-type: none"> You are seen as an expert in the education supply market, capable of advising clients and working closely with supplier to inform the procurement process. You can determine strategies for sourcing and relate these strategies to member and client need. Procurement planning is an integral part of your work with members and clients. |
| <p>Tendering Award: You are an experienced procurement professional with a detailed understanding of members/clients' needs, with appropriate category knowledge. You can develop higher value frameworks and contracts on behalf of stakeholders.</p> | <ul style="list-style-type: none"> You can develop and tender high value framework and contracts. You can support members and clients to define requirements and set specifications. You can support members and clients to determine contractual requirements and embed them into the tender and award process. |

Contract Management:

You promote the active management of contracts with colleagues, members, and clients. You use spend analysis to inform contract management processes. You actively manage contract KPIs and ensure supplier compliance with contract conditions.

- You are confident in the management of contracts with all stakeholders.
- You can demonstrate the benefits of contract management to members and clients.
- You can ensure contract management compliance with all stakeholders.

Wider Professional Skills:

You apply regulatory and wider business practices to your processes, and this is reflected in the conduct of your procurement activity. You can use risk management techniques and develop business cases to inform stakeholders as part of procurement decision making processes.

- You can apply terms and conditions appropriate to the subject matter of the contract with little additional support.
- You can negotiate with stakeholders to ensure best value outcomes aligned to member and client business requirements.
- You can advise members and clients on their regulatory obligations and gain buy-in to improve stakeholder performance.

Stakeholder Facing Skills:

You are developing your consultancy skills, and seen by members, clients, and suppliers to be a trusted advisor upon whom they can rely for guidance. You regularly present to a range of stakeholders and are confident to represent the CPC.

- Excellent presentation skills.
- Confident in presenting technical information to members and clients.
- Able to work collaboratively with wider stakeholders in the delivery of procurement services and advice.

IT and Management Skills:

You are proficient in all aspects of the IT systems and portals required for your role and are managing / mentoring junior colleagues, refining your recruitment and relationship management skills both internally and with members and clients.

- You can manage both your own workload and oversee the workload of junior colleagues.
- You are in regular contact with members, clients, and suppliers, using information obtained to inform your work and the wider business.
- You manage the performance of junior colleagues and/or support member and client stakeholders to undertake the work required to support the procurement functions you provide

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 CPC reserves the right to revise this job description at any time.

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