Portsmouth CITY COUNCIL

Procurement Professional

Salary: Band 10 - £44,252 - £48,738 per annum

Hours per week: 37 hours

Contract type: Permanent

The Service

These are exciting times for public services, infrastructure and regeneration in Portsmouth. Major investment is delivering improvements across the city to support greater economic prosperity for residents. Against a wider backdrop of reducing budgets, there is also a clear focus on spending less and achieving greater value for public money.

The central procurement department advises all areas of Portsmouth City Council, including social care, regeneration, culture, building, transport and IT. This provides opportunities to demonstrate, develop and broaden your procurement expertise and experience.

This is also an exciting time to gain public sector procurement experience, with significant reform to procurement regulations and practice expected in the coming years. As a key member of the central procurement department, you will gain an understanding of the impact of the new regulations and contribute to identifying opportunities and addressing risks on a practical, customer-focused and commercial basis.

What is the role?

Reporting directly to the Procurement Manager, you will support procurement professionals and trainee professionals across the team. Your contribution will help the service maintain excellent customer support, deliver key strategic objectives and make the most of opportunities arising from significant central government grant funding.

- Act as the procurement lead officer, or provide key support as appropriate, on major procurement projects.
- Help customers progress projects through the procurement gateway process, which underpins corporate procurement governance.
- Provide customers with guidance on managing contracts once they have been let.
- Assist with the development of key strategic procurement objectives, including social value, modern slavery, grant policy review, living wage adoption, carbon strategy and strategic make-or-buy options appraisals.
- Help ensure these strategies are implemented on a relevant and proportionate basis within the projects you support.

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Who is the person?

You will be an experienced procurement professional with strong commercial awareness and a proven ability to advise senior managers, deliver excellent customer outcomes and achieve savings.

You need to:

1. Be a member of the Chartered Institute of Procurement and Supply (MCIPS) or be working towards this, or have equivalent experience.
2. Have procurement experience over a variety of procurement activities. Experience in the Transport category is desirable.
3. Have an understanding of procurement legislation and procedures.
4. Have an understanding of category management principles.
5. Have an understanding of project management,
6. Have experience of working within governance structures.
7. Evidenced delivery within a commercial environment.
8. Have experience of undertaking market research, benchmarking, supplier engagement.
9. Have experience of stakeholder management.
10. Have a professional approach to customer service.
11. Have experience in formulating market / project / contract specific sourcing strategies, encompassing specification design, commercial strategy, contract terms, procurement administration, supplier vetting, bid evaluation.
12. Have experience of negotiation.
13. Have experience in contract management.
14. Have the ability to display influencing skills and professional advice to technical colleagues.
15. Be a good communicator with strong interpersonal skills.
16. Have good IT skills as you will be using the Microsoft Office suite, Oracle and the In-tend e-sourcing system.
17. Be a proactive, enthusiastic, self-motivated team player with the ability to be flexible and adaptable to provide effective support to the team.

Additional information

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our careers portal.

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You will need to demonstrate that you have the right to work in the UK. No post will be offered without it.