



## Procurement Officer Job Profile

<b>Service:</b> Support Services	<b>Grade Scale:</b> Grade 3 Level 2 - 8
<b>Reports to:</b> Finance Manager	

Purpose of Job
Responsible for the provision of procurement and contract expertise across the services which South Lanarkshire Leisure and Culture (SLLC) provide. Deliver procurement best practice, advice, support and guidance.

Key tasks and responsibilities
<ul style="list-style-type: none"> <li>Work with customers and stakeholders to support the sourcing process and delivery of fit for purpose contracts. This will include carrying out procurement processes in compliance with the Public Contracts (Scotland) Regulations 2015 and internal Standing Orders on Contracts.</li> <li>Promote best value, year on year savings, improved efficiency and effectiveness across SLLC</li> <li>Develop, standardise and continuously update procurement processes, procedures and techniques.</li> <li>Monitor market and supply factors and ensure that suppliers' performance is aligned to performance indicators.</li> <li>Support and deliver procurement training, education, knowledge transfer, support and advice.</li> <li>Develop and maintain relationships with all customers and stakeholders across SLLC, contractors, suppliers and collaboration partners.</li> <li>Undertake continuous research into procurement matters and contribute to the development and maintenance of e-procurement, contract and supplier registers, performance monitoring and benefit tracking</li> <li>Mentor and manage team members as required.</li> </ul>

Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
<b>Education, Qualification and Training</b>	<ul style="list-style-type: none"> <li>CIPS Level 4</li> </ul>	<ul style="list-style-type: none"> <li>Degree in Supply Chain or equivalent business/financial areas</li> </ul>

<b>Skills, knowledge, experience</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years' experience including tendering.</li> </ul>	<ul style="list-style-type: none"> <li>• Public sector experience</li> <li>• Usage of PCS and PCS-T</li> </ul>
<b>Personal Qualities</b>	<p>Ability to:</p> <ul style="list-style-type: none"> <li>• Build relationships with a range of stakeholders.</li> <li>• Adjust to changing priorities.</li> <li>• Work autonomously.</li> <li>• Proactive approach</li> </ul>	
<b>Other</b>		

<b>Safer Recruitment Checks</b>
As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.
<ul style="list-style-type: none"> <li>• Asylum and Immigration right to work in the UK</li> </ul>
<ul style="list-style-type: none"> <li>• Reference check: external candidates require 2 references, one of which must be from your present or most recent employer: Internal candidates require 1 reference from current line manager.</li> </ul>
<ul style="list-style-type: none"> <li>• Candidate Disclosure Check, where applicable</li> </ul>

<b>Behaviour Framework</b>
South Lanarkshire Leisure and Culture Behaviour Framework is a set of core behaviours that define how employees approach work to enable them the delivery of key tasks for the role.
<b>Own It- What can you do</b>
<ul style="list-style-type: none"> <li>• Give your team direction and clear objectives to achieve</li> <li>• manage your team coaching and supporting as necessary</li> <li>• Motivate your team to deliver the best service possible</li> <li>• You conduct appraisals and ensure learning opportunities are in place for all staff</li> <li>• take ownership of decisions and consider the wider implications for the team and the organisation</li> <li>• Ensure that responsibility and accountability is in place for your team and each team members knows their role</li> </ul>

<b>Be a great team- What can you do</b>
<ul style="list-style-type: none"> <li>• Promotes a positive team environment with good morale</li> <li>• Works with other teams and colleagues internally and externally, developing relationships and sharing knowledge, ideas, and expertise to achieve outcomes</li> <li>• Provide objective and constructive advice and support if tensions arise</li> <li>• Shares knowledge with internal and external colleagues to achieve common objectives</li> <li>• Giving praise and recognition for good work</li> <li>• Use professional identity and expert knowledge to work across disciplines breaking down professional barriers to improve outcomes for individuals and communities</li> <li>• Encourages colleagues to consider different perspectives in their work</li> <li>• Adapts communication to encourage desired behaviour</li> </ul>
<b>Do the right thing- What can you do</b>
<ul style="list-style-type: none"> <li>• Understands what needs to be achieved and ensures that this is communicated to team members.</li> <li>• Expresses positive expectations of others to support their development</li> <li>• Recognise individual and team achievements thanking and praising others</li> <li>• Maintain a positive approach and motivate team when things go wrong, or demands are high</li> <li>• You identify talent and provide opportunities for those individuals who wish to progress or learn new skills</li> <li>• Takes responsibility for personal and team development needs taking account of learning styles and available learning/training methods of delivery</li> <li>• Uses professional judgement/expert knowledge to make informed decisions</li> </ul>
<b>Be positive- What can you do</b>
<ul style="list-style-type: none"> <li>• promote and drive continuous improvement by asking 'How could we do this better?'</li> <li>• Work with customers in tailoring services to meet their expectations.</li> <li>• Focus on developing customer care standards across the organisation</li> <li>• Put the customer first in all that you do</li> <li>• Develop your team to deliver a high-quality service and give constructive feedback as necessary</li> <li>• Take responsibility for team performance and pride in successful outcomes</li> </ul>