

Job Title Senior Procurement Officer
Department Finance, Corporate Governance & Risk
Division Resources and Planning

Job Description

Main Duties

Work closely with, and report to the Procurement Manager to deliver:

- **Procurement Management:** Manage end-to-end regulated and some non-regulated procurement activities, including creating procurement strategies, tendering, supplier selection, and, in high-risk projects, there will be the opportunity to contract manage, and monitor supplier performance.
- **Procurement Support:** Provide procurement advice, guidance and partnering to DPOs with regards writing the procurement strategy, market engagement, sourcing suppliers, assisting with the technical specification and scope of requirements, advising of measurable KPIs as well as sustainability considerations and community benefits. Assisting with a risk-based approach on the best route to market for goods, services and works requirements e.g. via Frameworks, mini competitions, Quick Quotes, PCS Tenders etc
- **Use of Framework Agreements:** explore and use suitable National or Sectoral Frameworks including Dynamic Purchasing Systems managed by Scottish Government, Scotland Excel or APUC as well as the wider UK Public Sector Crown Commercial and Government Cloud based services, to meet organisational needs where optimal.
- **Tendering & Contracting:** Prepare, issue, and evaluate tender documents. Manage the full tendering and contract award process with relevant stakeholders. Negotiate terms and conditions with suppliers to secure value-for-money contracts. Assist DPOs to prepare correct documentation and processes for their projects.
- **Stakeholder Engagement:** Work closely with internal stakeholders to understand procurement needs, provide advice on procurement strategies, and ensure the delivery of fit for purpose services and goods.
- **Market Analysis & Supplier Management:** Both conduct market research to identify new suppliers and assess existing supplier performance, and guide DPOs on this process.
- **Compliance & Risk Management:** Ensure that all procurement activities comply with internal policies, public sector regulations, and legal requirements. Identify and manage procurement risks, ensuring appropriate mitigation measures are in place.
- **Reporting & Documentation:** Maintain accurate procurement records and produce reports, if requested, on procurement activities, savings, and performance to senior management. Assist with audits and internal reviews.
- **Continuous Improvement:** Contribute to the continuous improvement of procurement processes, policies, and systems, identifying areas for improved efficiency, effectiveness, value for money and cost reductions.
- **Procurement Capacity Building:** Assist the Procurement Manager to build procurement capacity and train the DPOs in the RBGE procurement processes and procurement best practice.
- Any other procurement/contract management related task as required by the Procurement Manager.

Person Specification

Skills/Aptitude	Essential	Desirable
Excellent people and interpersonal skills and an ability to work collaboratively with internal teams and external suppliers	*	
Strong written and verbal communications skills	*	
Ability to manage several concurrent projects, with strong attention to detail	*	
Proactive with strong organisational skills with the ability to prioritise tasks effectively	*	
Strong numeracy, analytical and problem-solving skills	*	
Customer focused	*	
The ability to work independently and within a team environment	*	
Strong IT skills especially excel and word	*	
Integrity and professionalism in dealing with sensitive information and relationships	*	
Commitment to continuous professional development	*	

Knowledge	Essential	Desirable
A demonstrable track record of knowledge and expertise in Scottish public sector procurement processes and procedures	*	
Experience in a public sector procurement role	*	
Interest in current environmental, sustainability and climate issues	*	
Public Contracts Scotland (PCS) website functionality	*	
Understanding of Framework Agreements	*	
Understanding of contract law and terms	*	