

Job Description

Job Title:	Procurement Officer
Reporting to:	Procurement Manager
Department:	Finance
Direct Reports:	N/A
Budget:	N/A
JD date reviewed:	April 2024
Job Level:	13

Job Purpose

To provide professional and effective Procurement and Contract Management Support to the Procurement team and wider organisation. Support and work collaboratively with the Procurement Manager to ensure that all procurement activities adhere to the Public Procurement Regulations 2015 (PCR), legislative requirements and Eastlight internal procurement policy and process.

Key Strategic Responsibilities

- Conduct and take the lead on both above PCR and below PCR procurements including sourcing, negotiating and ensuring that the outcome is fit for purpose and meets the client's needs, ensuring the delivery of a high quality, compliant procurement process

Key Functional Responsibilities

Tenders and quotations

- Manage all low tender exercises from the compilation of documents, issuing invitations, managing clarifications, chairing tender panels, award and carry out debriefs
- Manage all low quotation exercises including market research, sourcing appropriate solution that will meet and satisfy requirements whilst achieving value for money
- Support the management of other high value tenders in conjunction with Procurement Managers guidance
- Support Procurement Manager with tendering activities to allow the team to provide a first class service to the business
- Establish and maintain strong relationships with internal and external stakeholders to support the delivery of compliant and excellent Procurement
- Provide professional procurement and contract expertise and advice to internal customers, that advice will include but not limited to:
 - Specifications
 - Professional and compliant tender documentation and processes, including evaluation; and
 - Professional contract management documentation and activities
- Conduct analysis work which could include spend data, business analysis, market data and able to present in a concise and clear format as and when required which will help inform internal and external business decisions

- Work with the Procurement Manager and wider organisation to develop and drive continuous improvement for Eastlight
- Identify, deliver and report savings and efficiencies to show value that the Procurement team delivers to support key Eastlight Objectives
- Undertake any other responsibilities relevant to this post as directed by your line manager

Compliance

- Ensure compliance with EU procurement law, legislative requirements and Eastlights internal procurement policy and process

Ebis Purchase Order System

- Provide system administration support of the Ebis Purchase Order, updating supplier information and acting as first point of contact to resolve any problems

Administrative Duties

- Maintain the Contracts Register and Supplier List
- Maintain and update Procurement intranet and website pages
- Any other additional administrative duties to meet business needs

Person Specification	
Education & qualifications	<ul style="list-style-type: none"> • GCSE levels 9-4 in Maths and English or demonstratable level of numeracy and literacy skills • CIPS qualified to level 4 and willing to working towards MCIPS accreditation
Experience	<ul style="list-style-type: none"> • Proven experience in Public Sector Procurement • Proven experience in leading and complex procurement projects successfully • Good understanding of UK Public Procurement Regulations • Proven experience in managing Procurements for works and services • Experience of Ebis or equivalent procurement purchase order system • Experience of Pro Contract e-procurement solution or equivalent • Ability to work flexibly to be able to manage multiple projects and priorities
Knowledge and Skills	<ul style="list-style-type: none"> • Proven interpersonal skills, ability to work with staff at all levels in a friendly, polite and open manner • Proven communication skills to engage with a wide range of stakeholders both orally and written and appropriate to the particular audience with different communication styles • Attention to detail with a precise and methodical approach • Appreciation and understanding of EU Public Procurement Regulations and how they govern procurement procedures • Good working knowledge of IT systems Word, Excel, Outlook • Competent negotiator and influencer • Some knowledge of upcoming changes to the Public Procurement Regulations, Procurement Act 2023 (PA2023) • To be self motivated with ability to use own initiative