

**Job title:** Procurement Officer

**Line manager:** Procurement Business Partner

**Grade (if applicable):** 4

**Direct reports:** None



## Role purpose:

- To support the category management approach across the Group ensuring that goods, services and works are procured efficiently and achieve value for money through providing procurement and commercial expertise, and market knowledge;
- Take the lead on procurement projects, providing procurement expertise, managing and developing third party suppliers;
- To support the Procurement Business Partners and Managers with the development of category strategies and complex, high-value procurements;
- To monitor and review the Groups third party spend to ensure compliance and value for money are achieved. Identifying and realising opportunities for cashable and non-cashable savings;
- Carry out detailed supplier market research and engagement, to inform the business planning and identifying opportunities, and engage with key suppliers.

## Key results:

- Savings and efficiencies tracked;
- Projects delivered on time;
- Training and support provided to the business;
- Excellent view of relevant markets.

## Success metrics:

- Savings targets achieved;
- Projects delivered in compliance with Public Contracts Regulations and internal Procurement Policy;
- Excellent customer feedback.

## About you:

### You will be:

- Excellent communicator both verbal and written as you will need to be able to simply communicate complex issues, processes and data to a non-technical audience;
- Working towards your MCIPS qualification;
- An experienced procurement practitioner with experience of working with the UK Public Contracts Regulations and internal Procurement Policy and Procedures.

### You will have:

- Good presentation skills, good IT skills including Microsoft Office applications and specialist procurement systems;
- Ability to work well as an individual and as part of a team.

**Version Date:**

**Signed off by:**