



Procurement Officer

Reporting to Procurement Manager

Job Profile

The Procurement Officer is an integral member of the Purchasing Team and will support the Procurement Manager in the procurement of material and service requirements for the organisation in-line with the Scottish Government Procurement Journey guidelines.

It is an essential requirement for this role that prospective applicants have experience in Public Procurement and adhere to the Scottish Government Procurement Journey.

Reporting to the Procurement Manager you will be able to take ownership of the tendering process for a wide range of commodities for works, goods and services including mini-competitions, PCS Quick Quotes in-line with current procurement thresholds.

You will possess an understanding as well as the ability to apply Public Sector regulations and procedures. Experience of Public Contract Scotland (PCS), Public Contract Scotland-Tender (PCS-T) and public sector procurement frameworks eg Scotland Excel is essential. Possession of or working towards a suitable qualification eg CIPS would be an advantage but isn't a mandatory requirement (The business would be prepared to support further training in this area where required).

A key requirement of this post will be the responsibility for the maintenance and updating of accurate supplier information and prices on our systems ensuring prices are continually controlled to the best possible levels, which are commensurate with the service and quality required. You will maintain and develop sound supplier relations with satisfactory communications on all aspects of supply and monitor suppliers compliance with agreed lead times and take remedial action where necessary to ensure delivery of material on time.

In addition, you will add value to the organisation through contributing to the delivery of savings and efficiencies through our robust procurement process. You will foster good relations with our key stakeholders both internally and externally. You will strive for excellence and will coach and mentor less experienced members of the team to ensure they are equipped to respond to the challenges facing the team thus ensuring best procurement practice is delivered consistently.

Working within a fast paced and changing environment, you will have experience in strategic sourcing including the development of low to medium value/ risk procurement inclusive of commodity profiling, market research, strategy planning, tendering, supplier selection, contract management, contract implementation and supplier performance management.

Personal Profile

You will have demonstrable highly developed communication, negotiating and influencing skills, assertiveness and a positive continuous improvement attitude to inspire confidence in stakeholders at all levels.

You will be accomplished, focused, motivated and confident with the ability to challenge the status quo, with a 'can do' attitude that enables you to drive forward plans and

objectives. You will have the ability to manage a varied workload and be comfortable working within a confidential, fast moving and complex environment.

You will possess excellent IT skills particularly in MS office packages such as word and excel. Ideally you will have an appropriate qualification or working towards this.

You will be required to have a flexible approach to this role and in your contribution to the success of the business.

Conditions

Your contracted hours of work will be 37 per week to be worked to suit the needs of the business.

The business currently supports a hybrid working pattern.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health Safety and welfare legislation.