



## **Senior Procurement Officer**

**Reporting to Procurement Manager**

### **Job Profile**

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

The objective for prospective applicants is for them to use their experience and knowledge in the world of Public Procurement and adhere to the Scottish Government Procurement Journey in their role.

Reporting to the Procurement Manager you will have had extensive knowledge and experience in the tendering process for a range of commodities for works, goods and services including full Procurement tenders, mini-competitions, PCS Quick Quotes all in-line with current procurement thresholds.

Candidates will have in-depth understanding of Procurement processes and best practice in the Public Sector. An understanding as well as the ability to confidently apply Public Sector Procurement Regulations and procedures and a detailed knowledge of Local, National and EU procurement best practice. The successful applicant will have in-depth experience in utilising Public Procurement Tools including Public Contract Scotland (PCS), Public Contract Scotland-Tender (PCS-T) and public sector procurement frameworks eg Scotland Excel. Working knowledge of the Single Procurement Document (SPD) is 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 offer support to other members of the team/Operations to ensure they are equipped to respond to the challenges facing the team thus ensuring best procurement practice is delivered consistently in fast paced/reactive environment.

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

Furthermore, you will have excellent written and verbal communication skills with the ability to produce Procurement related written documents including but not limited to Procurement Strategies, Contract Approval Papers, Contract Awards and Modifications and Legislative Notices.

## **Personal Profile**

You will be an accomplished Procurement professional able to demonstrate 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 independently and as part of a small team within a confidential, fast moving, and complex environment.

You will possess Advanced MS Office suite knowledge, including PowerPoint, Excel and MS Project and have the ability and experience to utilise on-line Procurement tools.

Ideally you will have an appropriate qualification for procurement professional eg CIPS 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 36 per week to be worked to suit the needs of the business.

The business currently supports a hybrid working pattern.

**Closing Date – Monday 4 December 2023**