



# Job Description

## For Procurement Positions

This form provides a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

## Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

### Role Details

Job Title:	ICT Procurement Officer	JEID	AD002
Salary Grade:	£30,000.00 per annum		
Team:	ICT Operations		
Service Area:	ICT & Digital Services		
Primary Location:	Chessington, Surrey		
Responsible to:	Team Lead Service Delivery		
Responsible for:	n/a		

### Role Purpose

The Procurement Officer's role is to manage the acquisition of IT hardware, software, and services needed for an organisation's operations. This role will lead and manage complex and strategic collaborative and local procurement projects for 4KNetwork clients and ensure their effective delivery per our customer requirements and timescales.

This post will principally manage digital services and ICT-related procurement activities. The primary objective is to ensure that 4KNetworks obtains the necessary IT resources at the best possible prices and within the specified timeframes.

### Main Responsibilities

#### Sourcing and Vendor Management:

- Identifying potential vendors, conducting vendor evaluations, and maintaining relationships with existing suppliers.
- Negotiating contracts and terms to secure favourable pricing and service agreements.
- Receive and review purchase requisitions from different departments within the organisation to understand their IT-related requirements.
- Conducting market research to stay updated on the latest IT products, solutions, and industry trends. Analysing market conditions and identifying opportunities for cost savings and process improvements.
- Ensuring that procured IT products and services meet the required quality standards and meet the organisation's needs.
- Keeping track of IT assets, including hardware, software licenses, and warranties, to ensure proper utilisation and cost efficiency.

- Managing the lifecycle of IT assets, including planning for replacements, upgrades, and disposals

### **Advice and Guidance:**

- Assess requirements of customers across 4KNetworks and provide professional support, procurement advice and guidance in accordance with best practice, force policy, legislation and value for money.
- Provide contract management guidance to continue to deliver the best value for live contracts.
- Provide advice and guidance on escalated, varied, and complex issues relating to the work area.
- Resolve complex problems independently, referring major issues to senior colleagues when necessary.
- Identify and escalate serious problems.

### **Customer Service and Representation:**

- To present a positive, professional image and service to both internal and external customers, to other organisations and to suppliers.
- Individuals are required to effectively engage with internal and external customers at all levels in order to provide a high-quality standard of service.
- Maintain confidentiality in relation to data protection issues according to data protection laws like GDPR etc.

### **Organisation/Planning:**

- Plan and organise work to complete it within a set framework, standards, & timescales.
- To effectively manage the successful completion of multiple procurements and other work allocated and to advise senior officers and Project Boards on realistic timelines for procurement projects.
- To organise, schedule and attend events/meetings as required.
- Implement and contribute to the local and collaborative procurement strategy.
- Develop, propose and implement approved project/business plans.

### **People Management:**

- Mentor and provide advice to the Procurement Assistants and Administrative staff within the department in order to aid growing internal talent and career progression.
- May supervise staff through following force policy and monitoring performance levels
- Assist colleagues in the preparation and use of techniques and advise on any specific aspects of work with own area

### **Project Management:**

- Organise and manage the day-to-day delivery of strategic procurement including preparing and planning of resources.
- Lead on the procurement elements of a range of high value force/collaborative projects

### **Risk Management and Legal Compliance:**

- Identify risks within own remit and mitigate and inform others on risks.
- Provide professional advice and guidance in relation to balancing procurement risks including the risk of challenge from economic operators.
- Monitor and ensure compliance with Public Contracts Regulations, Contract Standing Orders and policy guidelines.
- Ensure unit meets its obligation with regards to Health & Safety and escalate serious problems.

**In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not be of necessity, change the general character or level of responsibility of the post.**

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have to perform the job.

Each of the criteria listed below will be measured through the application form (A), a test/exercise (T), an interview (I), a presentation (P) or documentation (D).

### **Qualifications - Essentials:**

- A graduate-level degree in computer science.
- A good standard of education, with a minimum of 2 A levels, plus GCSE Maths and English Grade A-C, or be able to demonstrate equivalent skills.

### **Qualifications - Desirable:**

- Possession of a degree or be able to demonstrate equivalent skills and abilities.

### **Skills – Essentials:**

- Demonstrable experience in drafting, developing specifications, analysing and awarding a variety of goods and services tenders and contracts, of significant complexity and value, including across the ICT and digital services category.
- Demonstrable experience in contract management, including across ICT and digital services
- Ability to benchmark services and market test categories of spend to evidence and support value-for-money principles.
- Ability to provide professional advice and guidance on technical contract matters to internal and external stakeholders, officers, and staff to contribute to the force's value for money and strategic procurement objectives.
- Evidence of the ability to negotiate at senior levels both internally and externally.
- Computer literate and proficient in Microsoft applications, particularly Word, Excel and Outlook
- Experience in using electronic tender system.
- Excellent report writing skills; ability to draft appropriate content for the report audience.
- Good communication skills with the ability to influence and challenge others from a strategic perspective, including senior officers and staff in a professional manner
- Well organised and the ability to work innovatively under pressure with a flexible approach to ensure delivery of an excellent quality service • Political sensitivity and high-level interpersonal skills and the ability to establish quickly credibility with senior stakeholders
- Evidence of managing own continuous professional development

### **Skills – Desirable:**

Experience in the management of re-licencing of ICT products and services in conjunction with ICT stakeholders and client leads, ensuring timely renewals and best value for money are attained when using re-sellers.

- Experience in the delivery and management of collaborative procurement arrangements across multiple organisations.
- Experience using the electronic tender system, Multiquote and Contracts Finder portals.
- Good presentation skills.
- English Language Level 2 - Can understand the essence of a conversation in English and can convey basic information and respond to simple requests in English.

### **Knowledge - Essential:**

- Good understanding of Procurement procedures applicable in the public sector.
- Excellent interpretation and understanding of the Public Contracts Regulations, procurement legislation

and developments in legislation and best practice to advise stakeholders of the consequences of changes to contracts and the risks within terms and conditions.

- Understanding of Agreements such as Collaboration and Confidentiality Agreements
- Good knowledge of General Data Protection Regulations, Information Management and TUPE legislation relating to contracts.
- A sound knowledge of administering both goods and services contracts. This must include developing specifications and the preparation and evaluation of tenders within the ICT category.

**Working with Others**

- Works co-operatively with others to get things done, willingly giving help and support to colleagues
- Is approachable, developing positive working relationships and good team spirit.
- Explains things well, ensuring instructions are understood and talks to people using language they understand.
- Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively.
- Persuades people by stressing the benefits of a particular approach, keeping them informed of progress and managing their expectations.
- Is courteous, polite and considerate, showing empathy and compassion.
- Deals with people as individuals and addresses their specific needs and concerns
- Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances

**Essential Criteria**

Assessed By:

Good literacy and numeracy skills	A, I
To be able to independently interpret and analyse information and facts to solve varied problems	A, I
To be able to communicate, in person and/or in writing, a variety of information to a range of people	A, I
To be able to use a keyboard with some precision and speed	A, I
To be able to work with some initiative and little close supervision	A, I
To be able to use own initiative to respond independently to problems and unexpected situations	A, I
The ability to work under pressure including meeting deadlines and dealing with interruptions	A, I
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	A, I
Ability to supervise a small team, including work allocation, monitoring performance management and support	A, I
Experience of accounting for considerable sums of money	A, I
Experience of handling and processing manual or computerised information	A, I

**Desirable Criteria**

Assessed By:

Experience of procuring ICT equipment	A, I
Experience using Xero/Quickbooks and Freeagent softwares	A, I

Experience working with Education sector	A, I
Experience using MS Office products	A, I
Experience working with Project Management tools like Zoho Projects, Getflow	A, I
Experience / Knowledge of new ICT Technologies	A, I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety, and well-being, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Council Health and Safety Policy and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is, therefore, not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behavior's
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens

<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibers)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	