**JOB DESCRIPTION – PROCUREMENT OFFICER**

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| **Job title** | Procurement Officer / Administrator |
| **Sector/Function** | Central Functions |
| **Department** | Procurement |
| **Reports to** | Jason Drury |
| **Grade** | 3 |
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| **Job purpose** | Providing procurement and administrative support to the Strategic Procurement Manager. Act as prime interface and key partner with services and Operations. To be first point of contact for all Procurement related queries. |
| **Key accountabilities** | * **Manager Support:**
1. Support Manager in procurement activities such as the tender process, supplier relationships & contract management
2. Assist in the development of internal procedures & documentation
3. Administering supplier contracts
4. Assisting & monitoring supplier relationships
5. Feeding back sourcing requirements to help identify where aggregated spend may offer better value for money
6. Helping to drive better procurement practices across TP
* **Helpdesks:**
1. Advise & support TP staff in procurements & supplier relationships helping to drive better procurement practice.
2. Assist with purchases & order enquiries
3. Ensure purchases are approved in line with SOfD & purchases are raised using the correct ordering method.
4. Communicating improved ways of working
* **Liaison and Relationship Building with Internal Stakeholders (other Central Functions and Operations):**
1. Act as the prime interface and key partner with the services and Operations managers and team leaders.
2. Collect feedback from end users and advise line manager where required.
* **Liaison and Relationship Building with External Stakeholders (suppliers, landlords, solicitors, incumbent providers, consultants etc):** Build and maintain strong and effective communication channels with all external contacts.
* **Revenue (volume based rebates):** Establish and maintain a process/system to capture the required information to track and monitor rebates.
* **Systems:**
1. Purchase Point – supplier & amendment approvals, assign categories.
2. Sourcing – administration, pre-qualification & tenders
3. Contract Management - Process, manage and review agreements with line manager & Provide users with support for approved suppliers.
4. Vehicle Database
* **Regulatory, Statutory, Policy and Market Changes:** Be aware of relevant changes and advise/cascade accordingly.
* **Consolidated Billing:** Cleanse and check consolidated billing and issue to Accounts Payable team.
* **Opening / Closing Services:** Set up / Cancel central contracts in accordance with agreed processes and procedures.
* **Approved Suppliers List:** Maintain an up-to-date and accurate approved suppliers list.
* **Spark Upkeep:** Ensure that all Department information on the Turning Point intranet site is up to date and live at all times - price lists, summaries and contact details.
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| **Dimensions** | Direct reports | 0 |
| Total staff overseen | 0 |
| Internal contacts | Operations Managers, Finance, Project Teams |
| External contacts | Suppliers, contractors, landlords |
| Planning outlook | Rolling |
| Problems solved | Procurement, service delivery from suppliers, administrative, billing etc. |
| Financial authority | <£20,000 |