

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Procurement and Contracts Officer	Grade:	SC4
Reports to (Designation):	Senior Procurement and Contracts Officer	Grade:	PO3
Directorate:	Corporate Services	Section:	Procurement and Commercial Services

Main Purpose of the job:

To be responsible for the management of some of the elements of the Council's e-procurement processes and practices; to ensure that Procurement and contract management documentation is appropriately filed and visible on the Council's procurement and contract management systems

Summary of Responsibilities and Personal Duties:

1. To accurately input data into the Council's online e-procurement and contract management systems, ensuring that they are managed effectively and to produce reports from them as and when required.
2. To provide support for the Senior Procurement and Contracts Officers and Income and Commercial Services Manager including benchmarking and/or research.
3. Implement and operate computer based procurement and contract management systems effectively. Ensure that data available to the team and public is of a high standard and accessible via the Council's on line portal, sharepoint, internet and intranet sites.
4. Assist Directorates in the use of Contracts Register and ensure it is kept up-to-date and managed effectively
5. To provide information to Directorates about the reporting requirements in relation to procurement and contract management activity
6. Under the supervision of the Senior Procurement and Contracts Officers to place contract notices and/or adverts the Central Digital Platform or trade and local press as required in liaison with the client directorates.
7. To be responsible for the dispatching of procurement and contract management guidance and policies and standard documents and templates to interested parties.
8. To maintain complete, up to date and accurate working records on all procurement and contract management activity,
9. To communicate with client directorates, suppliers and contractors and other organisations, both verbally and in writing as required
10. To assist in the development and delivery of end user training if required
11. To perform the procurement and contract management administrative function ensuring supplier contacts, paper and computer records are filed appropriately and databases are

maintained up to date. To liaise externally with suppliers where required to gather contract information and to inform suppliers of procurement and financial matters

12. To keep abreast of new developments in connection with new procurement and contract management initiatives.
13. To undertake supplier spend analysis and compile management information reports from different Council systems as required.
14. Undertake such other duties as are commensurate with the grade as may reasonably be required.
15. To carry out the duties in accordance with the Council's equal opportunities, health and safety at work and environmental policies

Internal Contacts: These include officers across the Council

External Contacts: This will include companies and organisations interested in contracting with the Council

To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title:	None	Grade	No of posts
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Number of partially managed staff:

Title:	None	Grade	No of posts
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PERSON SPECIFICATION

JOB TITLE: Procurement and Contracts Officer **POST NO:**

DEPARTMENT: Corporate Services

GRADE:

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equal Opportunities

Commitment to implement the Council's Equal Opportunities policies.

S

Awareness of Equal Opportunities issues.

S

Knowledge

Knowledge of Council's online procurement system or ability to learn quickly

S

Good working knowledge of general office procedures in a complex corporate environment

S

Good knowledge of electronic filing and databases

S

Knowledge of procurement within the public sector

Knowledge of contract management within the public sector

Aptitude

Ability to learn new systems and ways of working quickly

Ability to produce accurate work

Skills

Good levels of Computer literacy

Good written communication skills by reference to application form and to be tested

S

Good oral communication skills

Experience

Experience of working systematically, confidently and successfully on own initiative

S

Experience of working in a busy administrative support role

S

Experience of working within a procurement service

Experience of working within a contract management services

Experience of working under pressure to meet deadlines

S

Experience of undertaking research

S

Experience of using databases and archiving

S

General Education

Good standard of literacy and numeracy

Personal Qualities

Flexible attitude to the needs of the service

Circumstances

DBS Disclosure Required?

No

☒

Basic

☐

Enhanced

☐

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post