

SCOTLAND EXCEL

JOB OUTLINE

FUNCTION:	Strategic Procurement	SECTION/TEAM:	Strategic Procurement
POST TITLE:	Assistant Procurement Specialist	POST ID:	
GRADE:	Grade 6	LOCATION:	Renfrewshire House
REPORTING TO:	Category Manager		

ORGANISATION OVERVIEW:

Scotland Excel is the Centre of Procurement Expertise for local government in Scotland. Established in 2008, we are a leading public sector shared service and operate as a non-profit organisation funded by Scotland's 32 local authorities.

Our contract portfolio supports the delivery of a wide range of essential public services provided by councils, and includes contracts for social care, construction, roads, transport, environment, corporate, education and ICT. Designed to maximise the value of council spending through savings, efficiency and innovation, our contracts also facilitate national and local policy priorities, support the local economy, and generate additional social value for Scotland's communities.

Scotland Excel offers an award-winning learning and development programme, and provides a range of assessment, consultancy and improvement services to help councils transform their procurement and commercial capability. We represent the sector at a national level on all matters relating to public procurement, and lead the development and dissemination of good procurement practice.

PRINCIPAL ROLE:

- Actively participate in our contract delivery plan and support the preparation and issue of contract documentation for the team
- Contribute towards the realisation of the benefits of collaborative procurement by assisting in the delivery of our frameworks to customers
- Support managers to initiate and organise User Intelligence Groups for designated commodities to ensure that efficiency, effectiveness and value are delivered to local authorities
- Undertake a range of research and analysis duties as directed in support of the procurement teams' contracts process
- Close liaison with Scotland Excel Customer Account Managers to monitor/ensure effectiveness of contracts and suppliers
- Flexible in approach working across all areas of procurement as directed by managers

Key tasks for which the postholder will be responsible:

- Delivery of our frameworks as allocated in accordance with Scotland Excel's approved procurement process
- Ensure compliance with standing orders, statutory provisions, EU directives, other relevant legislation and Scotland Excl policies, procedures and processes.
- Support sustainable procurement policy and practice in the delivery of contracts to local authorities.
- Support the preparation and issue of tender documentation for our portfolio of contracts and evaluate tenders as directed.
- Assist in the planning of negotiations with Scotland Excel suppliers and participate in negotiation meetings as required.
- Make recommendations on contract award for contracts allocated.
- Arrange supplier and supplier customer site reference visits as required by the team and maintain a record of site visit reports.
- Source new suppliers for our portfolio of contracts as directed/analyse supplier management information and present output as specified.
- Prepare a range reports required by the Category Manager to monitor the performance and effectiveness of suppliers and contracts.
- Identify and advise management on any risks or issues associated with contracts and log them in the risk register set up for contracts, and recommend action plans to remove risks or issues and implement as directed.
- Liaise with Scotland Excel Customer Account Managers to monitor and address regional issues and concerns with our frameworks.
- Assist the team in the development of effective supplier relationship strategies.
- Assist in the organisation and delivery of supplier surveys as directed.
- Upload and maintain contract information on all relevant Scotland Excel publications as required.

This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder will be required to undertake other duties and responsibilities commensurate with the grade.

Last Updated October 2021