

SCOTLAND EXCEL

JOB OUTLINE

FUNCTION:	Strategic Procurement	SECTION/TEAM:	Strategic Procurement
POST TITLE:	Principal Procurement Specialist	POST ID:	
GRADE:	GRL	LOCATION:	Renfrewshire House Paisley
DELEGATED AUTHORITY	Financial: - No Contractual: - No	RESPONSIBILITY FOR STAFF	Yes
REPORTING TO:	Category Manager		

ORGANISATION OVERVIEW:

Scotland Excel is the Centre of Procurement Expertise for the local government sector in Scotland. Established in 2008, our remit is to work collaboratively with the 32 local authority membership in Scotland and also suppliers to raise procurement standards, secure best value for customers and to improve the efficiency and effectiveness of public sector procurement in Scotland.

Scotland Excel develops and manages collaborative contracts for products and services where a strategic requirement is identified across our sector. We facilitate the development and sharing of best procurement practice and take an active role in ensuring that the needs of our sector are understood within the wider landscape of procurement reform.

Scotland Excel is a non-profit making organisation funded by the 32 local authorities with a head office located in Paisley and regional teams based in offices in Aberdeen, Edinburgh and Inverness providing front line customer support to our members throughout Scotland.

PRINCIPAL ROLE:

- Effectively manage a portfolio of high value/high risk Category B contracts
- Responsible for realising the benefits of collaborative procurement by arranging new contracts for Category B goods and services and managing established contracts
- Drive commercial excellence through the implementation of well-defined sourcing strategies
- Liaise with and positively influence key stakeholders in the procurement process
- Identify/assemble and lead User Intelligence Groups for designated contracts to develop and implement innovative procurement strategies throughout the contract life cycle to ensure the delivery of efficiency, effectiveness and value to local authorities
- Implement procurement strategies that deliver key team targets and goals
- Ensure compliance with standing orders, statutory provisions, EU directives, other relevant legislation and Scotland Excl policies, procedures and processes

Key tasks for which the postholder will be responsible:

- Assess key stakeholder needs in order to manage/develop contract solutions which ensure effective service delivery
- Manage all stages of Scotland Excel's approved procurement process in order to deliver high value / high risk contracts
- Support sustainable procurement policy and practice in the delivery of contracts to local authorities.
- Identify and develop new sources of supply for relevant commodities or services, conducting supplier appraisals as appropriate
- Lead User Intelligence Groups to develop and implement innovative procurement strategies, ensuring that key objectives and critical success factors are achieved
- Lead supplier visits in order to achieve effective contract delivery, providing development support where appropriate
- Deliver Category B contract recommendations through the development of consistent and robust assessments, and in accordance with agreed procurement principles
- Conduct negotiations with suppliers in accordance with Scotland Excel policies and procedures, ensuring that the Business is represented in an effective and professional manner.
- Make recommendations on the award of contracts in accordance with Scotland Excel's contract authorisation procedure and arrange subsequent contract placement and mobilisation in conjunction with Renfrewshire Council legal services.
- Successfully implement and manage contracts, through a cycle of continuous improvement, from initiation to expiry, ensuring that all relevant Scotland Excel publications are uploaded and maintained with contract information that meets customer requirements
- Through effective use of management information, carry out analysis and management of price variation requests in support of local authority procurement objectives
- Develop, prepare and submit a range of reports required to monitor the performance and effectiveness of suppliers and contracts, recommending action plans for any areas of performance improvement to the Category Manager
- Monitor developments in new procurement practices and techniques, including e-technologies
- Ensure that own work activities comply with Scotland Excel's commitment to health and safety regulations
- Responsible for implementing Scotland Excel's HR policy, procedures and practices
- Responsible for the direction, coordination, training & development of team members, including providing areas of work and monitoring performance

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.

(Updated August 2013)