

SCOTLAND EXCEL

JOB OUTLINE

FUNCTION:	Strategic Procurement	SECTION/TEAM:	Strategic Procurement
POST TITLE:	Procurement Coordinator	POST ID:	
GRADE:	Grade 8	LOCATION:	Renfrewshire House
REPORTING TO:	Senior Procurement Specialist		

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:

- Lead, advise and coordinate preparatory work supporting the effective management of the portfolio of high value/high risk Category B contracts
- Responsible for realising the benefits of collaborative procurement by supporting new contract development opportunities for Category B goods and services and support managing established contracts
- Support the User Intelligence Groups process for designated commodities to ensure that efficiency, effectiveness and value are delivered to local authorities
- Manage a range of research and analysis duties as directed in support of the procurement teams' contracts process
- Assist in the implementation of procurement strategies that deliver key team targets and goals
- Liaise with and coordinate relevant feedback from key stakeholders in the procurement process
- 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:

- Prepare key stakeholder assessments for input to managing/developing contract solutions which ensure effective service delivery
- Support and coordinate all stages of Scotland Excel's approved procurement process in order to deliver high value / high risk contracts; advise and guide others as required
- Support sustainable procurement policy and practice in the delivery of contracts to local authorities
- Undertake research to identify and develop new sources of supply for relevant commodities or services, conducting supplier appraisals as appropriate
- Involved in assessing financial documentation submitted at tender stage to assist in identifying potential financial liabilities and flagging up possible risks in terms of the risk management process
- Support User Intelligence Groups to develop and implement innovative procurement strategies, ensuring that key objectives and critical success factors are achieved
- Support the delivery of Category B contract recommendations through the development of consistent and robust assessments, and in accordance with agreed procurement principles
- Support 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.
- Assist in the successful implementation and management of 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
- Assist in developing, preparation and submission of 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
- Involved in the implementation of Scotland Excel's HR policy, procedures and practices
- General employee management duties such as implementing the absence management procedures, identifying training & skills gaps and arranging IPDs, general on the job training/guidance, involvement in the recruitment process etc.
- Responsible for the coordination, instruction, advising and guidance of team members
- Deputise for the Senior Procurement Specialist as/when 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 2015