

SCOTLAND EXCEL

JOB OUTLINE

FUNCTION:	Customer and Business Services	SECTION/TEAM:	Commercial Services
POST TITLE:	Senior Procurement Specialist	POST ID:	tbc
GRADE:	Grade 10	LOCATION:	Renfrewshire House
REPORTING TO:	Projects and Accounts Manager (Flexible Procurement)		

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:

- Effectively manage and deliver a wide-ranging portfolio of contracts including high value/high risk, regulated and non-regulated.
- Manage the tender process for goods, works and service contracts.
- Drive commercial excellence through the implementation of well-defined sourcing strategies
- Liaise with and coordinate relevant feedback from 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 targets and goals
- Ensure compliance with relevant standing orders, statutory provisions, EU directives, other relevant legislation and 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 relevant procurement processes in order to deliver a high quality procurement service
- 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 contract recommendations through the development of consistent and robust assessments, and in accordance with agreed procurement principles
- Conduct negotiations with suppliers in accordance with relevant 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 relevant contract authorisation procedure and arrange subsequent contract placement and mobilisation in conjunction with appropriate legal advice
- Successfully implement and manage contracts through a cycle of continuous improvement that meets customer requirements
- Through effective use of management information, carry out analysis and management of price variation requests, where required, in support of local authority procurement objectives
- Develop and prepare a range of reports required to monitor the performance and effectiveness of suppliers and contracts, recommending action plans for any areas of performance improvement.
- 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
- Responsible for the coordination, instruction, advising and guidance of team members

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 July 2021