

## JOB DESCRIPTION

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<b>Job Title:</b>	Procurement Officer
<b>Directorate:</b>	Finance
<b>Location:</b>	Agile working from Tower Hill London, and home working
<b>Reporting to:</b>	Head of Procurement
<b>Responsible for:</b>	N/A

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## PURPOSE OF THE JOB

The purpose of this role is to provide procurement advice and support to St Mungo's colleagues to maximise Value for Money and ensure legal compliance.

The aim of the role is to:

- Manage procurements between £25k and £50k in total contract value from end to end to ensure St Mungo's achieves Value for Money and has compliant contracts in place.
- Assist and guide St Mungo's staff with purchasing from existing contracts and procurement of contracts under £25k to drive better procurement practice. This will include email and face to face advice, developing and providing template documentation, informal training and promoting the service.
- Support the Procurement Manager to deliver a proactive procurement service by analysing spend, making recommendations and feeding information into Procurement Plans.
- Maintain up to date supplier contracts and records of their performance to ensure legal compliance and that agreed standards and prices are being delivered.

## KEY RESPONSIBILITIES

- To run medium-value procurement processes (up to approx. £50,000 in total contract value) in order to ensure St Mungo's secures best Value for Money.
- To assist with high-value procurement processes from Business Case (Gateway 1) to Contract Award (Gateway 2).
- To assist with developing Procurement Plans for each Service Area of St Mungo's in order to ensure procurement activity is planned rather than reactive wherever possible.
- To respond to procurement enquiries within the team SLA; referring complex enquiries to the Head of Procurement in order to provide a good level of customer service.
- To Update and Maintain the Procurement and Contract Management MungosNet pages.
- To organise, facilitate and communicate training and drop-in sessions for St Mungos Staff.
- To assist with promoting the Procurement Service though managing and updating the Procurement Pages of MungosNet to raise awareness of procurement in general and contracts available for use.

- To assist with developing Procurement Guidance, Templates and Training for Procurement activity to support colleagues to carry out their own procurement activity with confidence.
- To conduct quarterly spend analysis based on spend data extracted from St Mungo's Finance System to identify target areas for savings and putting contracts in place.
- To attend procurement training and events as agreed with the Head of Procurement to maintain knowledge and awareness of procurement law and related legislation.

## **GENERAL**

- Adhere to St Mungo's Policies and Procedures at all times.
- Cover for other members of the team and division as necessary.
- Being proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- Undertaking, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of staff.
- Attend and participate in divisional and team meetings and other meetings as required.

This job description covers the current range of duties and will be reviewed from time to time. It is St Mungo's aim to reach agreement on changes, but if agreement is not possible, St Mungo's reserves the right to change this job description.

# PERSON SPECIFICATION

## Procurement Officer

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Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the application form or covering letter to demonstrate your capabilities, in relation to each point listed under essential requirements in the person specification. Where relevant use your answers to illustrate how your competences have helped you achieve positive results.

### ESSENTIAL REQUIREMENTS

**Experience, Skills, Knowledge and Abilities – required for application form:**

1. Working experience or a degree in a related discipline (e.g. Procurement, Finance, Law) or procurement training to CIPS Level 4.
2. Demonstrable experience of competitive tendering and/or running mini competitions through Frameworks.
3. Ability to constructively challenge specifications/ statements of requirements and existing contractual arrangements to ensure St Mungo's receives Value for Money.
4. Ability to write clear reports recommending how goods and services should be procured and why a contract should be awarded to a supplier.
5. An understanding of the key areas of procurement law, particularly the Public Contract Regulations, 2015.

**The below Experience, Skills, Knowledge and Abilities will be assessed at different stages of the recruitment process and throughout induction and training:**

- Some experience of working with insurance contracts is desirable but not essential
- Good influencing and negotiation skills.
- Ability to analyse and present spend data clearly in MS Excel.
- Excellent administration/record keeping skills.

**The following are required of all roles with St Mungo's. However, you do not need to address these in your application.**

- Genuine interest in and commitment to St Mungo's work and client group.
- An understanding of and commitment to diversity & equality.
- Willingness and ability to work hours outside of normal office hours on occasion (time off in lieu will be granted).
- Willingness to work flexibly in response to changing organisational requirements.

**In the selection testing/interview process, we will be assessing candidates against the following competencies:**

COMPETENCY	PRIMARY INDICATORS
<b>Improving and Innovating</b>	<ul style="list-style-type: none"> <li>• Is open to new ideas, improvement and change.</li> <li>• Handles situations and problems with innovation and creativity.</li> <li>• Shows commercial and financial awareness.</li> </ul>
<b>Interacting and Influencing</b>	<ul style="list-style-type: none"> <li>• Takes responsibility and demonstrates values-driven leadership.</li> <li>• Shows self-awareness.</li> <li>• Works well with other people.</li> <li>• Collaborates and networks effectively internally and externally.</li> <li>• Shows sound communication and influencing skills.</li> </ul>
<b>Understanding and Doing</b>	<ul style="list-style-type: none"> <li>• Able to find and analyse relevant written and numerical information and use it to make sound judgements.</li> <li>• Able to think strategically.</li> <li>• Demonstrates the necessary technical skills and aptitudes at the level that are required for the role.</li> <li>• Has good writing skills at the level required for the job.</li> <li>• Plans, organises and manages time well.</li> <li>• Demonstrates compliance and accountability.</li> </ul>
<b>Involving and Including</b>	<ul style="list-style-type: none"> <li>• Builds client/stakeholder involvement into all activities.</li> <li>• Is client and customer focused.</li> <li>• Aware of own level of cultural competence and proactively seeks to develop.</li> <li>• Actively promotes equality, diversity and inclusion among colleagues and clients.</li> </ul>
<b>Managing and Empowering (for managers only)</b>	<ul style="list-style-type: none"> <li>• Builds a high performing team.</li> <li>• Provides staff with clear direction and support.</li> <li>• Motivates, supports, enables and promotes the wellbeing of their team.</li> <li>• Manages the operational aspects of their function efficiently.</li> <li>• Implements plans, strategies and services effectively.</li> <li>• Actively contributes to service growth.</li> </ul>