

ROLE PROFILE

Role Profile			
Job Title	Senior Procurement Officer		
Section	Business Services	Department	Business Support
Reports to (Job Title)	Head of Procurement		
Location	Building 2, Derriford Business Park		

Job Purpose	<p>The postholder will:</p> <ul style="list-style-type: none"> • support stakeholders and customers to enable them to “self-serve” procurement activities, working in accordance with statutory duties relating to Best Value, Public contract regulations and Delt’s procurement policy and strategy. • provide procurement support and advice collaboratively across the business and at all stages of the procurement cycle. Facilitating the articulation of requirements and evaluation criteria • support the implementation of the new procurement strategy, as well as helping the procurement team further develop process and practices in areas such as social value. • support and deliver significant procurements, utilising framework agreements and carrying out full tendering activities to achieve the best market leading solution and value for money. • Create contract documents and mechanisms suitable to the opportunity and which drives best value and performance. <p>Working to our company objectives and values, the role will deliver maximum value for company resources through the identification of risks and development of supplier management strategies.</p>
Key Competencies and Output	<p>Consistent ability to identify, quantify and prioritise improvement opportunities with service stakeholders and clients.</p> <p>Significant experience in and knowledge of public procurement tendering legislation and standards.</p> <p>Able to deliver a programme of tenders manage them in accordance with business priorities and deadlines</p> <p>Confident in managing stakeholder expectations and negotiating deadlines</p> <p>Able to carry out market assessment in an insightful and analytical way</p> <p>Able to produce benchmarking information and tangibility demonstrate value</p> <p>Understands of supply risk and mitigation</p> <p>Able to articulate sourcing strategies and communicate in an accessible style</p> <p>Promotes and delivers a high-quality procurement service that helps our customers do amazing things.</p> <p>Engages with teams across the company and provide guidance whilst influencing outcomes from Delt’s procurement strategy.</p> <p>Supports Project and Delivery requirements, providing procurement guidance and expertise collaboratively to realise best value, programme adherence and compliance</p>

	<p>Demonstrates values led leadership when supervising procurement activities as required.</p> <p>Provides procurement advice and support to the Delt Senior Leadership Team (SLT) and other stakeholders as required.</p> <p>Work diligently to Delt's values and behaviour framework and engage fully in the personal development review process.</p> <p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed</p>
<p>Experience, Knowledge, Skills and Qualifications</p>	<p>Demonstrate significant experience in Procurement and supply chain processes. Candidates should have a minimum CIPS level 5, level 6 would be an advantage.</p> <p>Working experience of leading and delivering ITTs and complex RFQs and working with public sector legislation is essential.</p> <p>Can write reports and has experience in presenting to managers/stakeholders and analysing relevant data sets.</p> <p>Effective decision maker with strong diverse supply chain experience</p> <p>An effective negotiator with the experience of delivering financial and operational benefits on a range of categories.</p> <p>Have a full appreciation of contractual terms and conditions with sound understanding and experience of the supplier partnership and good general commercial awareness.</p> <p>Has a mix of experience with regards to sector i.e., commercial/public/third. Can use tenacity and strong interpersonal skills to build effective working relationships and establish credibility with customers and colleagues.</p>
<p>Corporate Standards</p>	<p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>