



ROLE PROFILE

Role Profile			
Job Title	Senior Procurement Officer		
Section	Procurement	Department	Business Services
Reports to	Head of Procurement		
Location	Building 2, Derriford Business Park, Plymouth with travel to other Delt/customer sites as required Hybrid working/both remote and office		

Job Purpose	<p>Supports 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.</p> <p>Supports 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.</p>
Key Competencies & Outputs	<p>Provides procurement support and advice collaboratively across the business and at all stages of the procurement cycle. Facilitating the articulation of requirements and evaluation criteria</p> <p>Supports and delivers significant procurements, utilising framework agreements and carrying out full tendering activities to achieve the best market leading solution and value for money.</p> <p>Creates contract documents and mechanisms suitable to the opportunity and which drives best value and performance.</p> <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> <p>Consistently identifies, quantifies and prioritises improvement opportunities with service stakeholders and clients.</p> <p>Carries out market assessment in an insightful and analytical way; producing benchmarking information and tangibility demonstrate value</p> <p>Promotes and delivers a high-quality procurement service that helps our customers do amazing things.</p>

	<p>Reviews and updates the department's processes and procedures keeping them current and relevant based on best practice, growth projections and any regulatory standards.</p> <p>Engages with teams across the company and provide guidance whilst influencing outcomes from Delt's procurement strategy.</p> <p>Work diligently to Delt's values and behaviour framework and engage fully in the personal development review process.</p> <p>Supports Project and Delivery requirements, providing procurement guidance and expertise collaboratively to realise best value, programme adherence and compliance</p> <p>Delegates for the Head of Procurement as required; Demonstrates values led leadership when supervising the procurement as required.</p> <p>Provides procurement advice and support to the Delt Senior Leadership Team (SLT) and other stakeholders as required.</p> <p>The outputs 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. Working experience of leading and delivering ITTs and complex RFQs and working with public sector legislation is essential.</p> <p>Significant experience in and knowledge of public procurement tendering legislation and standards.</p> <p>Able to articulate sourcing strategies and communicate in an accessible style</p> <p>Effective report writing ability with experience in presenting to managers/stakeholders and analysing relevant data sets.</p> <p>Effective decision maker with strong diverse supply chain experience; understanding of supply risk and mitigation</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.</p> <p>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 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 always act in accordance with appropriate legislation and regulations, codes of practice and Delts 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>
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