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Job Description

Procurement Officer

All criteria are Essential unless indicated otherwise

Reports to: Assistant Director of Finance

Responsible for: N/A

Overall Job Purpose: Support the Assistant Director of Finance, in the delivery of Barcud's Procurement services to enable Barcud to meet its business objectives and the needs of internal and external stakeholders.

Key Responsibilities –

Procurement:

- Deliver a high-quality Procurement service that is in accordance with procedures, regulations and best practice.
- Support the maintenance of an effective and comprehensive Procurement service that assists Barcud in achieving its strategic priorities.
- Ensure the adherence to, as well as the development and implementation of Procurement processes, systems and procedures.
- Ensure Procurement compliance to governance and accountability requirements.
- Support Barcud to ensure that there is Value for Money in all its Procurement activities and this remains a priority.
- Deliver the procurement and award of contracts for a full range of goods, services and works purchased by Barcud.
- Lead on the development and management of contracts and actively seek and promote opportunities for the Association to achieve financial savings and improved community benefits through their contracting or tendering.
- Provide Procurement advice to the functions across the Association, ensuring that best value contract arrangements are consistently in place.
- Lead on all pre-procurement activities, including supplier engagement, benchmarking and soft market testing.
- Identify new potential external providers and meet with, support and maintain positive and constructive working relationships with external providers to further the Association's stated objectives, which include developing the local supply chain and maximising Community Benefits.

- Coordinate, monitor and manage the Procurement activities and contracting by the Association via a variety of national or regional collaborative frameworks and purchasing solutions.
- Maintain up to date knowledge of Procurement regulations, legislation and best practice.
- Represent the Association at appropriate forums and events.

People:

- Promote a high-performance culture that drives continuous improvement and efficiencies.
- Communicating the priorities, plans, vision and objectives of the Association to ensure effective delivery to the agreed service standards and targets.

Corporate

- Promote, develop and manage effective partnerships with internal and external stakeholders to achieve continuous improvement in the provision of services.
- Promote Health and Wellbeing initiatives throughout the organisation.
- Provide excellent customer service to all internal and external customers.
- Work within the Association's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment.
- Ensure that the Association and its employees comply with all legal, statutory and regulatory requirements along with best practice.
- In all aspects of the Association's work, to promote effective communications, excellence in customer service, and a focus on continuous improvement.
- Carry out such other duties and responsibilities as may reasonably be requested.

This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.



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Personal Specification

Procurement Officer

This person specification details the experience and skills for the position of Procurement Officer at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

Qualifications

- Educated to A level or equivalent.
- Evidence of proactive professional development.
- Member of CIPS. (D)
- MCIPs qualified or working towards it. (D)

Experience

- Delivering a Procurement service, preferably in a non-for-profit environment.
- Undertaking varied Procurement projects.
- Partnership with different service areas and external stakeholders to deliver specified project outcomes.
- Handling and managing construction contracts.
- Providing a customer-based service.
- Achieving targets and objectives.
- Working collaboratively across an organisation.
- Public sector or Housing Association experience. (D)

Skills / Knowledge

- Understanding of Procurement processes, procedures and systems.
- Knowledge of best practice approaches to Procurement.
- Awareness of challenges in the delivery of a Procurement service.
- A strong commitment to a people focused culture.
- Sound numerical, reasoning and written communication skills.
- Ability to speak Welsh. (D)
- Able to set appropriate and challenging performance targets for self.
- Ability to work collaboratively across an organisation to ensure a high-quality Finance service is being provided.