

## PROCUREMENT MANAGER DRAFT JOB DESCRIPTION

Essential Experience:	Procurement within local government or other public body
Specialist Knowledge:	Knowledge of the procurement rules governing local government
Qualifications:	Minimum - CIPS Level 5, desirable – MCIPS
Grade	M6-
Job Description:	<p>To lead and take responsibility for the procurement function of the Council in support of the Council's Corporate, Economic and Environmental strategies.</p> <p>To keep up to date with new legislation and guidance and revise procurement documentation, processes and training accordingly.</p> <p>To be responsible for the ongoing review of the Council's Procurement strategy.</p> <p>To be the lead procurement officer on all core Council contracts.</p> <p>To attend all meetings of the Council's Corporate Procurement Officer Study Group.</p> <p>To monitor, and report on, the Council's procurement activities to enable an assessment of value for money and potential efficiencies.</p> <p>To provide advice to Officers on procurement related issues To comply with reporting and transparency provision in UK law and best value for local authority procurement.</p> <p>To assist with the award of corporate Council contracts e.g. stationery framework, energy contract, mobile phone contract.</p> <p>To be responsible for updating and creating procurement documents.</p> <p>To update the Council's procurement section of the website.</p> <p>To administer procurements through the e-tendering system [currently in partnership with Dartford BC].</p> <p>To train Officers on the procurement rules and processes.</p> <p>To answer procurement related FOIs.</p>