

Job Description

Establishment: Spencer Academies Trust

Post Title: Procurement Officer

Grade/Pay Range: NJC12-16 (£22183 - £24012)

Hours/weeks: *Full time 37 hours per week all year round. Will be required to work from bases across the Trust*

Reporting to: Head of Finance

Department/Team: Trust Central Finance Team

Overall Purpose of Post

To have an understanding of tendering processes, sound skills to manage tenders and strong interpersonal abilities. You will be a good communicator and 'people person', well organised and IT literate. You should understand the role of procurement in delivering value, managing risk and supporting colleagues.

To be responsible for supporting and assisting senior colleagues, working towards delivery of plans covering a range of spend. You will be proactive in identifying opportunities within areas, to improve contract and supplier management, ensuring that these meet the values of Spencer Academies Trust.

To support our procurement strategy across all areas of purchasing to make savings on existing contracts and ensure suppliers provide the very best quality.

To undertake a range of responsibilities to support the delivery of the Trust's procurement strategy. This varied and busy role will involve supporting and leading on a number of high-profile procurement projects, taking the lead on communications with internal and external stakeholders, and providing support and guidance to operational colleagues across SAT schools

Key activities will include supporting; procurement strategy development, negotiations with suppliers, contract and supplier management, contract development, competitive tendering, market research and benchmarking.

Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

- To manage processes, contracts, tendering and purchasing across the Trust in order to maximise value for money, whilst ensuring compliance with relating legislation and regulations.
- Manage procurement systems and processes and lead procurement related projects in conjunction with senior leaders in order to deliver compliant and effective outcomes for the Trust.
- Support EU Procurement where applicable to ensure adherence to procurement legislation.

- Working collaboratively with senior managers to develop procurement policies and processes which establish effective controls and maximise value from suppliers. Identify opportunities for savings on all non-pay expenditure.
- Provide system and procedural training to academy and central team colleagues to promote good practice and reduce risk to the Trust.
- Provide professional guidance and support to colleagues with devolved procurement activities on the most appropriate procurement route to satisfy their requirements and to ensure compliance with internal procedures and legislative requirements, ensuring value for money.
- Contribute to the development and implementation of strategic sourcing plans by gathering, analysing and effectively interpreting spend data and market intelligence in order to support the Trust's aims and objectives.
- Contribute to the development, compilation and implementation of procurement systems and policies with the aim of providing robust controls whilst minimising unnecessary bureaucracy and optimising the procurement process.
- Maintain an accurate and up to date register of all live contracts in order to provide a source of information for the Executive Team, MAT Board of directors and to comply with open data requirements.
- Provide oversight and guidance to support the effective management of a range of contracts across the Trust
- Comply with the Trust financial regulations and departmental instructions and as directed by the Head of Finance.
- Work as part of a wider finance team.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:

Signature:

Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade 4 or equivalent	✓	
Qualified to A level standard or equivalent		✓
CIPS Diploma or equivalent in Procurement		✓
Experience of working in a busy environment	✓	
Previous experience in an educational environment		✓
Experience of establishing and managing contracts across a range of goods, works and services		✓
Experience of managing projects		✓
Experience of providing advice and support to key stakeholders on good practice in contracting and purchasing.	✓	
Experience of undertaking analysis of spend, markets, supplier trends and capabilities.		✓
Experience of training in procurement areas		✓
Experience of using financial management systems.	✓	
Experience of establishing, awarding and managing contracts under the European Union Procurement Directives.		✓
Understanding of the regulations governing third sector/public sector procurement	✓	
Strong IT skills in both systems and applications	✓	
Excellent literacy, numeracy, communication and presentation skills	✓	
Knowledge of e-tendering and e-procurement systems		✓
Knowledge and skills		
Analytical, flexible and innovative thinker	✓	
Ability to work under pressure, with accuracy, unsupervised and on own initiative	✓	
Commitment to the highest standards	✓	
High level of motivation and versatility	✓	
Optimistic and “can do” personality	✓	
High level of personal commitment to the role and personal accountability for its fulfilment	✓	
A reliable team player	✓	
Commitment to develop professionally through CPD	✓	
A self-starter with a strong track record of delivering projects successfully		✓
Ability to influence both up and down within an organisation	✓	
Commitment to representing the Trust in external meetings and other forums	✓	
Personal qualities		
Excellent interpersonal skills	✓	
A demonstrable commitment to providing excellent customer service	✓	
Ability to work effectively as part of a team and with other Academy teams	✓	
Ability to work in liaison with people of all levels, with a strong customer focus	✓	
Ability to work effectively on own initiative	✓	
Ability to prioritise own workload to meet deadlines and colleagues’ expectations	✓	
Flexible, with a positive attitude and a willingness to continually learn new skills	✓	
Excellent communication skills	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust’s ethos, aims and whole community.	✓	