

# PROCUREMENT ANALYST

Role Profile (Career Grades)



<b>Title</b>	Procurement Analyst		
<b>Grade</b>	D, E, F		
<b>Reference:</b>	<b>N586</b>		
<b>Reports to:</b>	Category Lead		
<b>Work style Definition</b>	Office based hot–desk/touch down worker		
<b>Job Type:</b>	Semi Professional		
<b>Primary purpose of role</b>	<p><b><u>Grade D</u></b> First contact/support for internal and external stakeholders with Procurement related needs. Responsible for the acquisition of the right goods/services, at right time, the right place and to the required quality at the best possible total acquisition cost.</p> <p><b><u>Grade E</u></b> First contact/support for internal and external stakeholders with Procurement related needs. Responsible for the acquisition of the right goods/services, at right time, the right place and to the required quality at the best possible total acquisition cost.</p> <p><b><u>Grade F</u></b> First contact/support for internal and external stakeholders with Procurement related needs. Responsible for the acquisition of the right goods/services, at right time, the right place and to the required quality at the best possible total acquisition cost.</p>		
<b>Key accountabilities and key measures</b>	<b>Role Outcomes</b>		
	<b>Grade D</b>	<b>Grade E</b>	<b>Grade F</b>
	<p><b>Role Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Undertakes the process of acquisition for goods/services in accordance with Council processes and Policy and applicable Legislation (15%);</li> <li>▪ Undertakes low value sourcing processes (e.g. 3 quotes, RFQs or similar) (20%) – see</li> </ul>	<p><b>Role Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Undertakes the process of acquisition for goods/services in accordance with Council processes and Policy and applicable Legislation (15%);</li> <li>▪ Undertakes sourcing processes (e.g. 3 quotes, Technical RFQs or similar) (30%) see</li> </ul>	<p><b>Role Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Undertakes the process of acquisition for goods/services in accordance which Council processes and Policy and EU Legislation, develops and improves procurement</li> </ul>

	<p>Procurement DEF Matrix;</p> <ul style="list-style-type: none"> <li>▪ Supports stakeholders to define/refine their needs to ensure value for money is achieved (10%);</li> <li>▪ Provide support and guidance to the supply chain (10%);</li> <li>▪ Supports senior members of the team during various aspects of the procurement cycle (20%);</li> <li>▪ Supports Project Teams across Directorate during various aspects of the procurement cycle (10%);</li> <li>▪ Monitors and maintains Contracts Database and analyses supplier performance against KPI's. (15%)</li> </ul>	<p>Procurement DEF Matrix;</p> <ul style="list-style-type: none"> <li>▪ Supports, influences and develops stakeholders to define/refine their needs to ensure value for money is achieved (10%);</li> <li>▪ Provides support, guidance and develops the supply chain (10%);</li> <li>▪ Supports Project Teams across Directorate during various aspects of the procurement cycle (20%);</li> <li>▪ Monitors and maintains Contracts Database and analyses supplier performance against KPI's and acts upon findings e.g corrective action planning (15%);</li> </ul>	<p>procedures and practices to meet the requirements of UK and EU legislation(15%);</p> <ul style="list-style-type: none"> <li>▪ Undertakes sourcing processes for high risk/high value procurements (defining most suitable route to market (e.g. technical RFQ, tender or framework utilisation) (20%) see Procurement DEF Matrix;</li> <li>▪ Supports, influences and develops stakeholders to define/refine their needs to ensure value for money is achieved (10%);</li> <li>▪ Develops the supply chain through advice, guidance and training (10%);</li> <li>▪ Supports senior members of the team and develops junior members of the team during various aspects of the</li> </ul>
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			procurement cycle (20%); <ul style="list-style-type: none"> <li>▪ Leads Project Teams during various aspects of the procurement cycle (10%);</li> <li>▪ Manages and monitors contracts to ensure efficiencies are captured to contribute towards the delivery of departmental savings targets. (15%)</li> </ul>
	<b>Role Measures</b>		
	<b>Grade D</b>	<b>Grade E</b>	<b>Grade F</b>
	<b>Role Measures</b> <ul style="list-style-type: none"> <li>▪ Completes acquisition processes evidenced by achieving the right good/services at the time, right place to required quality at the best possible total acquisition cost and ensuring the Most Economically Advantageous Tenders (MEAT);</li> <li>▪ Processes Purchase Requisitions and Procurement Initiations Forms and ensures they are addressed promptly;</li> <li>▪ Engages with suppliers and internal</li> </ul>	<b>Role Measures</b> <ul style="list-style-type: none"> <li>▪ Completes acquisition processes evidenced by achieving the right good/services at the time, right place to required quality at the best possible total acquisition cost and ensuring the Most Economically Advantageous Tenders (MEAT);</li> <li>▪ Takes ownership of Purchase Requisitions and Procurement Initiations Forms and ensures they are addressed promptly;</li> <li>▪ Engages, influences and develops suppliers and</li> </ul>	<b>Role Measures</b> <ul style="list-style-type: none"> <li>▪ Completes acquisition processes evidenced by achieving the right goods/services at the time, right place to required quality at the best possible total acquisition cost and ensuring the Most Economically Advantageous Tenders (MEAT);</li> </ul>

	<p>stakeholders for various task including expediting orders and other procurement related tasks;</p> <ul style="list-style-type: none"> <li>▪ Challenges customer wants vs needs and compliance with process to ensure value for money is obtained;</li> <li>▪ Undertakes key aspects of the procurement/Tendering cycle;</li> <li>▪ Is aware of future Contract expiry dates and sources potential route(s) to market including available Frameworks;</li> <li>▪ Accrues intelligence about external market conditions and how they impact the cost of goods and services.</li> </ul>	<p>internal stakeholders for various task including, providing advice on doing business with PCC, on internal and external procurement processes, identifying the most appropriate procurement route and other procurement related tasks;</p> <ul style="list-style-type: none"> <li>▪ Challenges customer wants vs needs and compliance with process, educating customers on procurement disciplines and Council processes to ensure value for money is obtained</li> <li>▪ Undertakes and leads on key aspects of the procurement/Tendering cycle;</li> <li>▪ Is aware of future Contract expiry dates and proactively engages and collaborates with relevant stakeholders to determine the procurement strategy including sourcing potential route(s) to market including available Frameworks;</li> <li>▪ Accrues and acts upon intelligence about external market conditions and how they impact the cost of goods and services;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Takes ownership of Purchase Requisitions and Procurement Initiations Forms and ensures they are addressed promptly;</li> <li>▪ Engages, influences and develops suppliers and internal stakeholders for various task including, providing advice on doing business with PCC, on internal and external procurement processes, identifying the most appropriate procurement route and other procurement related tasks;</li> <li>▪ Challenges customer wants vs needs to ensure value for money is obtained, advising internal stakeholders on the Council's procurement</li> </ul>
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			processes and policies.
<b>Key activities</b>	<b>Grade D</b> <ul style="list-style-type: none"> <li>▪ Sourcing suppliers and obtaining quotes/tender responses and notifying successful/unsuccessful suppliers (15%);</li> <li>▪ Working with stakeholders to develop or refine specifications (15%);</li> <li>▪ Undertaking procurement administration tasks to include, generating purchase orders (via P2P system), eProcurement system support, Contract Database maintenance (20%);</li> <li>▪ Support senior members of the team to deliver complex and high value procurement activity (20%);</li> <li>▪ Contract management for lower value and/or less complex contracts (10%);</li> <li>▪ Supplier negotiation (10%);</li> <li>▪ Advising and guiding internal and external customers/clients to identify a solution to a purchasing need. (10%)</li> </ul>	<b>Grade E</b> <ul style="list-style-type: none"> <li>▪ Sourcing suppliers, and obtaining technical RFQ quotation/tender responses and notifying successful/unsuccessful suppliers (15%);</li> <li>▪ Working with stakeholders to develop or refine specifications, develop appropriate MEAT criteria, method statement questions and evaluation matrices (10%);</li> <li>▪ Undertaking procurement administration tasks to include, generating purchase orders (via P2P system), eProcurement system support, Contract Database maintenance (15%);</li> <li>▪ Support senior members of the team to deliver complex and high value procurement activity (30%);</li> <li>▪ Contract management for medium value and/or moderately complex contracts (10%);</li> <li>▪ Supplier negotiation (10%);</li> </ul>	<b>Grade F</b> <ul style="list-style-type: none"> <li>▪ Sourcing suppliers and running Technical RFQs and OJEU Tenders through the whole procurement cycle (20%);</li> <li>▪ Working with stakeholders to develop or refine specifications, develop appropriate MEAT criteria, method statement questions and evaluation matrices (15%);</li> <li>▪ Support and deputise for Category Managers in delivery of complex and high value procurement activity (20%);</li> <li>▪ Undertaking procurement tasks to include, generating purchase orders (via P2P system), eProcurement system support, Contract Database maintenance (10%);</li> <li>▪ Contract management for medium to high value and/or more</li> </ul>

		<ul style="list-style-type: none"> <li>Advising and guiding internal and external customers/clients to identify a solution to a purchasing need and identifying economies of scale and putting appropriate arrangements in place. (10%)</li> </ul>	<p>complex contracts (10%);</p> <ul style="list-style-type: none"> <li>Lead supplier negotiations (15%);</li> <li>Prepare recommendation for internal and external customers/clients to identify a solution to a purchasing need and identifying economies of scale and putting appropriate arrangements in place. (10%)</li> </ul>
<b>Essential qualifications/knowledge</b>	<b>Grade D</b>	<b>Grade E</b>	<b>Grade F</b>
	<ul style="list-style-type: none"> <li>Knowledge of either, PCC Contract Standing Orders or EU Procurement Legislation;</li> <li>GCSE in Maths and English in Grades (9-4) or equivalent qualification;</li> <li>Knowledge of using MS office programmes to introductory level.</li> </ul>	<ul style="list-style-type: none"> <li>Level 4 Certificate in CIPS (Chartered Institute of Purchasing and Supply) with commitment to study for and achieve level 5/6 of the qualification (or comparable essential experience*);</li> <li>Good knowledge of PCC Contract Standing Orders, and EU Procurement Legislation and Financial Regulations;</li> <li>Knowledge of using MS office programmes to Intermediate level;</li> <li>Understanding of contract management and monitoring techniques to track the performance of contractors.</li> </ul>	<ul style="list-style-type: none"> <li>Level 5 Certificate in CIPS (Chartered Institute of Purchasing and Supply) with commitment to study for and achieve level 6 (or comparable essential experience*);</li> <li>Firm, applied knowledge of PCC Contract Standing Orders and EU Procurement Legislation and Financial Regulations;</li> <li>Knowledge of using MS office programmes to Advanced level;</li> <li>Good understanding of contract management and monitoring</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Knowledge of negotiation techniques.</li> </ul>	<p>techniques to track the performance of contractors;</p> <ul style="list-style-type: none"> <li>▪ Knowledge of negotiating techniques;</li> <li>▪ Understanding of the democratic process in relation to Procurement.</li> </ul>
<b>Desirable qualifications/ knowledge</b>	<p><b>Grade D</b></p> <ul style="list-style-type: none"> <li>▪ A commitment to study for and achieve Level 3 Certificate in CIPS (Chartered Institute of Purchasing and Supply)</li> <li>▪ Basic understanding of Contract Law, EU procurement legislation, Contract Standing Orders and Financial Regulations;</li> <li>▪ Knowledge of using MS office programmes to Intermediate level;</li> <li>▪ Knowledge of negotiation techniques.</li> </ul> <p><b>Progression (intended to recognise either CIPs exam success OR relevant experience)</b></p> <p>Procurement DEF Matrix. Please note progression up the technical career grade from Grade D to Grade E is dependent on either meeting the</p>	<p><b>Grade E</b></p> <ul style="list-style-type: none"> <li>▪ Understanding of Contract Law, market analysis techniques and other procurement tools;</li> <li>▪ Knowledge of using MS office programmes to Expert level;</li> <li>▪ Firm knowledge and understanding of negotiating techniques;</li> <li>▪ Understanding of the democratic process in relation to Procurement.</li> </ul> <p><b>Progression (intended to recognise either CIPs exam success OR relevant experience)</b></p> <p>Procurement DEF Matrix. Please note progression up the technical career grade from Grade E to Grade F is dependent on either meeting the experience</p>	<p><b>Grade G</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of Contract Law;</li> <li>▪ Knowledge of market analysis techniques and other procurement tools;</li> <li>▪ Knowledge of using MS office programmes to Expert level;</li> <li>▪ Knowledge of MS Project (or similar).</li> </ul>

	experience requirements for Grade E under supervision and being ready to complete these routinely and consistently without supervision or meeting the Level 4 Certificate in CIPS (Chartered Institute of Purchasing and Supply) with commitment to study for and achieve level 5/6.	requirements for Grade F under supervision and being ready to complete these routinely and consistently without supervision or meeting Level 5 Certificate in CIPS (Chartered Institute of Purchasing and Supply) with commitment to study for and achieve level 6	
<b>Essential experience</b>	<b>Grade D</b>	<b>Grade E</b>	<b>Grade F</b>
	<ul style="list-style-type: none"> <li>▪ Experience of working in a similar purchasing or financial administrative role</li> <li>▪ Demonstrable experience of influencing others;</li> <li>▪ Experience of gathering data and producing and presenting information</li> <li>▪ Experience of working to tight deadlines and achieving outcomes within set timescales</li> <li>▪ Good communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of routinely completing Standard Procurement RFQ's or similar and Technical Procurement RFQ's or similar (see Procurement DEF Matrix)*</li> <li>▪ Experience of using Corporate Procurement/Finance system (eg Civica or similar);</li> <li>▪ Experience of working within a similar procurement role;</li> <li>▪ Experience of applying procurement processes and Supplier evaluation and selection processes, e.g. credit, health and safety and quality checks and references;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of Undertaking sourcing processes for high risk/high value procurements e.g. technical RFQ, tender or framework utilisation (see Procurement DEF Matrix)*</li> <li>▪ Experience of using Corporate Procurement/Finance system eg Civica or similar;</li> <li>▪ Experience of working within a similar procurement role;</li> <li>▪ OJEU Tendering experience;</li> <li>▪ Experience of applying procurement processes and Supplier evaluation and selection processes, e.g. credit, health and safety and</li> </ul>



		<ul style="list-style-type: none"> <li>Constructs and manipulates excel spreadsheets to analyse and prepare statistical data.</li> </ul>	<ul style="list-style-type: none"> <li>quality checks and references;</li> <li>Experience of negotiating;</li> <li>Commercial / Business experience to influence and support the development of procurement process and supplier relationships to deliver value for money;</li> <li>Constructs and manipulates excel spreadsheets to analyse and prepare statistical data.</li> </ul>
<b>Desirable experience</b>	<b>Grade D</b> <ul style="list-style-type: none"> <li>Experience of using Civica Procurement/Finance system;</li> <li>Experience of working within a similar procurement role;</li> <li>Some familiarity with procurement processes and Supplier evaluation and selection processes, eg credit, health and safety and quality checks and references.</li> <li>Experience constructing and manipulating excel spreadsheets to analyse and prepare statistical data.</li> </ul>	<b>Grade E</b> <ul style="list-style-type: none"> <li>Experience of managing Contracts;</li> <li>Experience of supporting the delivery of high value/risk procurement processes from origin of need to consumption in materials and services;</li> <li>Commercial / Business experience to influence and support the development of procurement process and supplier relationships to deliver value for money.</li> </ul>	<b>Grade F</b> <ul style="list-style-type: none"> <li>Experience of managing complex and high value Contracts;</li> <li>Exposure to Category Management in practice;</li> <li>Development of OJEU Frameworks and Dynamic Purchasing Systems.</li> </ul>

Essential skills	Grade D	Grade E	Grade F
	<ul style="list-style-type: none"> <li>▪ Communication skills – both verbal and written to communicate by phone, email and fax to various internal and external stakeholders including suppliers;</li> <li>▪ Time management skills to work to deadlines and achieve individual objectives on-time;</li> <li>▪ Analytical and problem solving skills to review commercial criteria of tender submissions and score them appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Presentation Skills;</li> <li>▪ Prepares associated reports, briefing notes and presentations.</li> <li>▪ Negotiation Skills;</li> <li>▪ Ability to conduct contract review meetings with suppliers and agree costs, service/ product delivery and quality.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Presentation Skills;</li> <li>▪ Prepares associated reports, briefing notes and presentations;</li> <li>▪ Negotiation Skills;</li> <li>▪ Ability to conduct contract review meetings with suppliers and agree costs, service/ product delivery and quality.</li> </ul>

### Corporate standards

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.