

The actual duties/responsibilities of this post will develop as the Trainee develops their practical knowledge and experience within the procurement team and in line with professional studies. The following duties are those that the post holder should be able to undertake in full within three years of commencement,(or sooner dependent upon the experience of the post holder).

Detailed responsibilities

1. To work closely with the Head of Procurement and Procurement Officer on the full range of support services provided by the procurement team in relation to procurement processes and contract management
2. To undertake detailed spend analysis to target areas for savings, additional contract opportunities and potential collaborative projects.
3. To develop the knowledge and expertise to be able to provide advice, guidance and support to Managers and client departments on procurement and tendering processes, including:
 - i) Creating documentation (PQQ if applicable, Invitation to Tender, Evaluation Spreadsheet)
 - ii) Assisting client department with specification writing
 - iii) Agreeing award criteria with client department
 - iv) Placing adverts/Contract Notices on Source Derbyshire, Contracts Finder or OJEU
 - v) Loading tender documents in to the e-tendering system (Bluelight)
 - vi) Handling queries from bidders and agree responses with client department
 - vii) Assisting with PQQ and tender evaluation.
 - viii) Organising, and produce notes for, post-tender interviews/clarifications
 - ix) Notifying bidders of outcome
 - x) Maintaining records, particularly the contracts register.
 - xi) Drafting tender award reports.
4. To deal with a range of matters relating to suppliers, including:
 - i) Responding to telephone and email enquiries from suppliers
 - ii) Assist departments with supplier problems
 - iii) Recommending potential suppliers to departments
 - iv) Negotiating improved prices with existing or potential suppliers
 - v) Conducting an regular analysis of spend by supplier
 - vi) Assist with and in certain cases take responsibility for contract management of suppliers.
5. Liaise with other forces / Fire Service / Public bodies to support collaboration opportunities.
6. Support force managers/client departments with queries regarding arrangements for contract Management, which, when requested, may include:
 - i) Ensuring a formal handover from the procurement team to the contract manager
 - ii) Organising review meetings between the supplier and the client manager
 - iii) Monitoring of KPIs
 - iv) Enforcing contract terms and performance standards
 - v) Seeking improvements in performance and value throughout the contract
 - vi) Contribute to the writing of the specification and selection of award criteria when contract is due for renewal
7. To undertake project work as directed by the Head of Procurement to achieve continued improvements in the delivery of the Procurement service.

Note

It is anticipated that on completion of the progression scheme attached to the Trainee role the post holder will progress into a full Procurement Officer role,

Progression Milestones - Within the grades annual incremental progression will be in April each year with the ability to award an additional increment which would be in April or October. Once the progression criteria has been signed off, progression will be to the next Milestone and grade for that.

Achievement of:

Starting Point – Scale D

Year 1

- CIPS Diploma in Procurement and Supply (by college or distance learning – 1 year qualification)
- Effective contribution to an agreed number of procurement tasks
 - Spend analysis
 - Issue and evaluate request for quotes or framework ‘further competition’. Prepare tender documentation

First Milestone upon attainment of the above – Scale E

Year 2

- CIPS Advanced Diploma in Procurement and Supply (by college or distance learning – 1 year qualification)
- Effective contribution to an agreed number of procurement tasks
 - Develop sourcing plans for procurements of low and medium complexity.
 - Implement (with guidance) the Sourcing plans agreed by the Head of procurement including implementation, stakeholder engagement and preparation and issue of all documents.

Second Milestone upon attainment of the above - Scale F/G

Year 3

- CIPS Professional Diploma in Procurement and Supply (by college or distance learning – 1 year qualification) (This qualification allows the use of the designation MCIPS).
- Development and implementation of a variety of procurement projects including OJEU level and complex tenders.
- Providing pre-procurement advice to internal customers.

Upon demonstration of the above and completing a minimum of 3 years procurement experience preferably in a public sector organisation.

Third Milestone upon attainment of the above - Scale H/I