

ROLE DESCRIPTION: Procurement Specialists	
<p>Reports to: Group Procurement Manager</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> - Delivering high quality, cost effective, customer focused procurement service. - Resolve customer queries and complaints received by telephone, email, letter, and face to face. - Negotiating with internal and external customers - Continually developing the Procurement Service provision in response to customer needs, policy, legislation, to achieve targets and KPIs. - Effective communication, challenge, and advice to all internal and external stakeholders.
Role purpose:	
<p>The Procurement Specialists is responsible for the provision of an effective, efficient, and professional procurement service that delivers on-going cost efficiencies, quality, and service benefits through the facilitation of Request for Fixed Quotation (RFQ) exercises, under and over threshold tendering exercises as well as utilising framework agreements where appropriate.</p> <p>The Procurement Specialists will also have responsibility, with the support of the Procurement Manager, for the operational planning and prioritisation with an aligned business area, assessing stakeholder requirements throughout.</p> <p>The post holder will support the provision of sound advice concerning successful contracting within a public procurement environment.</p>	
Key responsibilities:	
Teamwork:	
<ol style="list-style-type: none"> a. Contribute to the success of your team through the delivery of Procurement services, as a member of the Procurement Team and wider Governance and Integration Directorate. b. Collaborate with, and support others in the team, creating a team environment that enables everyone to perform at their best. c. Act as a role model for the Group's values and culture. d. Embed structural and cultural business change and service improvement, through collaboration and implementation of service strategies and plans. 	

Delivery:

- a. To support an effective and professional procurement service that delivers both quality and VfM outcomes.
- b. Lead on procurement processes (including quotations, under / over threshold tenders), assists in the engineering of above threshold tenders to deliver successful contractual outcomes that deliver VfM for all stakeholders.
- c. Provides support to the Procurement Team where appropriate regarding the progression of quotations, tenders, and the collation of business case cost requirement information.
- d. Facilitates where appropriate trials and evaluations of services, equipment and achieve best VfM in line with policy and processes.
- e. The post holder must have a basic understanding of the Public Contracts Regulations and be fully conversant with *Karbon's SFI's, operational policies and procedures and appropriate legislation to ensure all purchases comply with relevant guidance.
- f. Develop professional working relationships with the Procurement Team and stakeholders,
- g. Collate and present factual data which will support the Procurement Team in present clear information, both technical and financial to internal and external stakeholders.
- h. Utilising electronic Purchase to Pay (P2P) procurement systems, such as Ebis *, and electronic Supplier Relationship Management (SRM) Systems, such as Proactis. *
- i. Manage the portfolio of contracts established by the post holder from cradle to grave, ensuring new procurement processes are commenced in a proactive and timely manner.
- j. Attend where applicable commercial user groups to achieve value for money.
- k. Responsible for achieving individual agreed targets and assisting in achieving team savings targets and objectives as agreed in appraisal.
- l. Works closely with other staff within the department to promote and ensure efficient and cohesive delivery of service, including other duties that may reasonably be required to ensure continued delivery of service.
- m. Supports the professional environment established for junior staff in which to develop sound procurement expertise and the confidence to excel within the procurement arena.

*Training and support will be provided as part of the successful candidate's induction, but we would expect any candidate to have a general awareness.

Organisation wide:

1. Deliver financially viable and economically effective products and services, seeking to maximise resources and social value.

2. Ensure all systems and processes deliver operational excellence, driving continuous improvement and innovation.
3. Ensure that services within the department fully comply with all organisational policy and procedures.
4. Ensure that risks within the directorate's activities are identified, removed, or minimised.
5. Create a safe and healthy working environment, ensuring all systems of work, policies and procedures are fully and consistently applied.
6. Responsible with the Management team for the effective supervision and utilisation of Group assets.
7. Must promote the values of the Group and demonstrating a high level of commitment to diversity and inclusion.
8. Ensure that Karbon homes complies with all legal, regulatory and health and safety requirements.

The Procurement Specialists role is part of the Procurement team. As with all Procurement positions there are also specific responsibilities and delegated powers in relation to financial and operational matters, regulatory compliance, and information security. These are not all listed here and will change over time as the organisation continues to grow and develop.

PERSON SPECIFICATION: Procurement Specialists

Experience and qualifications:

- a. A strong record of demonstrable achievement in making a difference and service improvement in an organisation of comparable size and complexity to Karbon Homes, in the delivery of procurement advice and support (E)
- b. Experience of working in partnership with stakeholders to deliver excellence (E)
- c. Experience of collaborating and working as part of an effective team (E)
- d. Experience of research, analysis and report writing (E)
- e. History of developing and sustaining effective partnerships (D)
- f. Relevant procurement qualification CIP's Level 5 or above, or equivalent work experience (E)
- g. Educated to Degree level or above, or equivalent work experience (E)
- h. Evidence of continuing professional development (D)
- i. Full, valid driving licence (D)

Knowledge:

- a. Knowledge of current and future challenges facing the procurement function (E)
- b. Comprehensive working knowledge of procurement services (E)
- c. Understanding of procurement governance practices and issues (D)

Skills:

- a. Leadership skills and the ability to coach, motivate and engage others (E)
- b. Ability to use judgement and take ownership of decision making (E)
- c. Ability to deliver services in line with service level agreements or service standards (E)
- d. Ability to interpret, analyse and produce relevant management information (E)
- e. Ability to manage risks and make sound judgements, whilst not being risk averse (E)

- f. Good level of written, presentation and interpersonal communication skills (E)
- g. Able to use technology to work in a modern office environment (E)

Attributes:

- a. Transparent and open, acting with integrity and able to build high levels of trust (E)
- b. Committed to diversity and inclusion (E)
- c. Champions innovation and encourages ideas (E)
- d. Resilient and able to work under pressure (E)
- e. Collaborative and inclusive (E)
- f. Support the development of, and actively role model and champion the Karbon vision, values, and purpose (E)

Structure

