



The Commonwealth

## JOB AND TASK DESCRIPTION

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**Job Title:** Procurement Officer

**Division:** Human Resources and Facilities Management Division

**Grade:** I

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**Reports To:** Procurement Manager

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### General information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association's 53 member governments in advancing democracy, development and respect for diversity.

The Commonwealth Secretariat seeks to improve the lives of 2.4 billion people. We promote Commonwealth values, work on policy development, and provide expert technical advice and assistance to the governments of 53 member countries and their peoples, helping them to develop politically, economically and socially.

The Human Resources and Facilities Management Division is responsible for the Secretariat's human resources, facilities management and procurement services. The Procurement Unit has three members of staff. It is responsible for all corporate procurements and manages external spend of about £15m annually. The Unit leads and develops a professional procurement function, ensuring organisation wide compliance with procurement policy and process, in line with international best practice. The Unit also ensures continuous improvement of the function in line with achieving best value outcomes as well as leading and delivering procurement projects across the Secretariat.

### Job summary

The post holder will have lead responsibility for multiple category procurement projects, ranging from; professional services, facilities management, human resource, information technologies, print, communication and publications, through to office supplies, and will be responsible for the end to end process: tendering, selection, appointment and contract implementation, as well as strategic contract management. The post holder will need strong communication and stakeholder management skills as the role will require working closely with all business areas, including senior management.

## Task Description

Reporting to the Procurement Manager, the successful candidate will have the responsibility to:

- Lead and manage a category management approach to deliver value for money across indirect categories of spend.
- Lead and manage the development of category plans including conducting market research/appraisal exercises in order to identify value for money option.
- Ensures that procurement issues are managed effectively throughout the procurement cycle.
- Lead and manage a range of sourcing projects in support of the category plan. Provide category specific strategic insight to enable stakeholders to make informed choices about the way in which expenditure is deployed, optimising value and minimising contractual and commercial risk.
- Identify, develop and prepare business cases/reports and present to the appropriate internal and external stakeholders.
- Lead the development of positive relationships with senior stakeholders to raise awareness of the benefits of a strategic approach to spend.
- Provide ongoing strategic advice and support to stakeholders on the management of in-scope contracts and supplier relationships
- Actively seek and develop data and management information from procurement analytics to support procurement strategies for the business area.
- Lead on continuous improvement activities in the following areas:
  - Develop optimum routes to procurement based on market developments and changes to service requirements
  - Develop clear service specification documents that enable best service provision fit and ensuring specifications focus on outputs and outcomes
  - Understand cost drivers and levers when formulating specifications and make sure potential costs are fully understood
  - Drive consultation processes with stakeholders to ensure procurement activities mirror actual and future service requirements
  - Ensure market testing and market intelligence is carried out for all sourcing initiatives
- Ensure appropriate knowledge sharing opportunities are available to the wider Office
- Pro-actively draw on own experience, demonstrating the ability to think laterally and innovatively
- Promote compliance with internal procurement and contracting policies

- Have overall category responsibility for delivering the following outcomes:
  - Deliver and manage procurements above a specified spend level from ‘source to contract’
  - Oversee the effective implementation of the contract award process
  - Oversee and advise on ongoing contract management for the assigned portfolio and supplier relationship management of allocated strategic suppliers
- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat’s Gender Equality Policy
- Perform any other duties as may be required from time to time

## **Person Specification**

### **Education**

- This is a key procurement post and therefore the post holder must possess the CIPS Graduate Diploma or demonstrate an equivalent level of technical proficiency
- Educated to degree level in a relevant business discipline

### **Experience:**

#### Essential:

- A minimum of five year’s procurement experience with responsibility for delivery of procurement benefits including financial savings.
- Proven experience of strategic category management for a range of indirect services incl. travel, facilities, financial, IT, marketing, training, professional services etc.
- Excellent knowledge and experience of procurement processes and best practice (public and private sector procurement experience desirable).
- Experience of developing category strategy and implementing change.
- Extensive experience in contract drafting and negotiation.
- Contract Management experience.
- Good project management skills (including understanding and application of LEAN procurement principles).
- Excellent numerical, analytical and commercial skills.

- Good IT skills to include wide experience of Word documents, Excel spreadsheets (including pivot tables and charts) and PowerPoint

Desirable:

- Previous experience in working for an international organisation, diplomatic mission or the public sector.

**Expected Behaviours**

- Work positively with colleagues in the team and across the organisation to ensure consistent good practice
- At all times respect the confidentiality and the dignity of others
- Lead by example in terms of appearance, behaviour, time keeping and meeting work deadlines
- Fully support others in the Procurement Team to drive efficiencies
- Be a “self starter” and to be able to act on own initiative

**Competencies:**

**Working with Others**

Promotes team work and removes barriers to effective team working

Provides advice and guidance for others sensitively and where appropriate

Establishes ownership for relevant activities from the outset

Develops a wide network, including senior level contacts to facilitate activities and further own knowledge

Manages expectations of member states e.g. to ensure the alignment of what is requested and what Commonwealth Secretariat can offer

Demonstrates an ability to negotiate with and influence senior colleagues and contacts

Proactively liaises with other divisions, partners & third parties

**Managing Resources**

Identifies targets for team activities and manages progress against objectives

Plans and manages activity spend accurately against budget

Takes responsibility for team activity and finds solutions to set backs in a timely and professional manner

Effectively motivates team e.g. by recognising and promoting team and individual contribution inter alia

Recognises strengths and weaknesses in others, structuring teams based on this

knowledge

Drives forward results of others

Takes ownership for team wellbeing.

### **Decision Making**

Considers the relevant justifications for a particular course of action

Takes context into consideration when making decisions

Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate

Bases actions and approaches on the root cause of an issue, rather than the symptoms

### **Accountability**

Takes ownership of assigned tasks, honours deadlines.

Ensures timely delivery of outputs within defined cost and quality standard parameters.

Takes responsibility for own shortcomings and compliances.

### **Leadership & Development**

Mentors colleagues effectively e.g. by suggesting development goals and providing on the job coaching inter alia

Provides constructive feedback to team members and colleagues with confidence and sensitivity

Actively seeks feedback on own performance and acts to modify behaviours where necessary.

Inspires others through own enthusiasm.

### **Respect for Diversity**

Works effectively with people from all backgrounds and treats all people equally with dignity and respect.

Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.

Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

Changes systems and processes when biases are identified.