

JOB AND TASK DESCRIPTION

Job Title: Procurement Support Officer

Division: Facilities Management Section, Corporate Services Division

Grade: K

Reports To: Head of Facilities Management

General information

The Facilities Management Section (FMS) is part of Corporate Services Division (CSD). FMS has 14 team members who are responsible for the Secretariat's two office buildings in central London occupied by some 300 staff, together with the Secretary-General's official residence. FMS also provides the full range of non IT related building, property and facilities services to the Secretariat including: building maintenance, central procurement, contract management, security, office support services, environmental and Health & Safety management, conference and event support along with property and space management services. It therefore plays a vital role in the effective running of the Secretariat.

Job summary

While ultimately reporting to the Head of Facilities Management (or the Facilities Operations Manager in their absence), the post holder will take their direction and lead from the Procurement & Contracts Officer for all procurement management and associated activity within the section. The post holder will have responsibility and input into multiple category procurement projects, ranging from; professional services, FM, HR, IT, through to office supplies, and will have designated responsibility for the end to end process. This would include project scoping, specification writing, tendering, through to contract implementation and supplier reviews. The post holder will provide expertise and advice to Contract Managers for supplier reviews and performance monitoring, ensuring excellent performance and best value is delivered by the Secretariat's appointed supplier partners. The post holder will need good communication skills as the role will require working closely with all business areas, including senior management.

This position is for a fixed term of two years.

Responsibilities include:

Procurement management

- As part of the centralised procurement activities provided to the Secretariat; ensure compliance with the corporate Procurement Manual whilst enabling the sourcing of high performing, best value goods and services suppliers within area of remit.

- Assist the Procurement and Contracts Officer in the annual review, development and update of all Procurement related policies and associated forms and documents, including the Terms and Conditions of Goods and Services, ethical procurement initiative, etc.
- Assist and input into any Procurement related revisions of policies, processes along with any required planning as directed by the Procurement and Contracts Officer.
- Ensuring appropriate sustainability clauses are included in all procurement activities within area of remit.
- Deputise for the Procurement and Contracts Officer in their absence.

Cost control & reporting

- Assist with data spend analysis of corporate spend on goods and services for inclusion in the policy compliance reports for goods and services procurement for senior management on a monthly basis as directed.
- Produce timely, relevant management information, including ad-hoc exercises as directed.
- Assist maintaining FMS procurement savings/efficiencies delivered register.

Contract management and administration

- Assist in ensuring all procurement activity is fully documented and with full and appropriate records are kept on file for reference and audit purposes.
- Monitor and record suppliers' performance, in line with category management approaches, including carrying out periodic service reviews for Contract Managers, to ensure that the agreed KPI/SLA's are maintained and remedial action taken when necessary, thorough the use of supplier score-cards.
- Work with the Procurement Assistant to ensure the Contracts Register is complete and up-to-date, along with all associated hard and soft copy filing, as well as ensuring invoices within area of responsibility are correct and payments are made for goods/services on time.
- Assist with the external Commonwealth website, proposing the service and advising suppliers how to declare interest in future procurement activities.
- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Perform any other duties that may be required from time to time.

Person Specification

Education

- A degree in a relevant subject area

- Secondary qualifications to A- level or equivalent including at least 5 GCSE's (or equivalent) grade C and above, including English Language and Maths.
- Very good IT skills and full proficiency with the suite of Microsoft Office 2013 applications, particularly Excel.
- Chartered Institute of Purchasing and Supply (CIPS) Diploma (NVQ 4) in procurement and supply or equivalent.

Desirable:

- CIPS Advanced diploma in procurement and supply (NVQ 5) or equivalent.

Experience:

- Minimum 5 years' experience in working in a similar role within in a medium to large organisation, including involvement in multi category procurement projects with exposure to OJEU regulation procurements.
- Demonstrable knowledge and understanding of a wide range of commercial organisations and supplier markets.
- Appropriate membership grade of CIPS or equivalent professional body.
- Writing of tender specifications and contract documentation using in house templates.
- Dealing with end to end procurement processes.

Desirable:

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

Competencies:

Respect for Diversity
Works effectively with people from all backgrounds.
Treats all people with dignity and respect. Treats men and women equally.
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.
Working with Others
Regularly shares information of value with colleagues
Shows commitment to delivering on key agreements made to colleagues
Makes an effort to view a situation from the other party's perspective as well
Demonstrates awareness and sensitivity to colleagues' pressures
Utilises networks to ensure similar goals are achieved collaboratively
Uses relationships to identify the best people to help in the completion of tasks
Tactfully deals with difficult people to gain buy-in and manage their expectations
Developing & Applying Expertise

Takes advantage of opportunities to develop an area of expertise

Takes learning from previous experience and applies them appropriately

Demonstrates willingness to learn new skills and/or approaches

Adapting & Innovating

Recognises opportunities for improvement and proposes change with impact and effect

Helps others evaluate and strengthen ideas

Quickly grasps new concepts and how to apply them

Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective inter alia

Will effectively reorganise activities when faced with changing contexts and demands

Welcomes and adapts to new ideas and/or approaches

Adapts personal style to meet the needs of others

Communication

Presents credible information confidently

Writes reports and papers that are succinct accounts of key information

Develops and alters own style of communication to meet the needs of different individuals

Provides feedback for more senior colleagues effectively, providing justification where necessary

Delivers difficult messages with tact and sensitivity.

Accountability

Takes ownership of assigned tasks, honours deadlines.

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