

# Post Specification

## Post Specification - Key Information

- **Post Title: Procurement and Contract Officer**
- **Date: August 2025**
- **Post Group Number: 6458**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS9**
- **Final Grade: 9**

To be read in conjunction with the job family role profile.

## Service Area Description

Procurement and Contract Management (and Commissioning of traditional corporate Goods and Services).

Posts will work in at least one of the following areas:

- **Adults:** Mental health, specialised services, learning disability, physical disability, equipment services, carers, homecare, residential care, extra care, supported living, ISF & DP's, day services, night services.
- **Children and young people:** Learning disability, physical disability, education, mental health, transitions, services for LAC, young carers, SEND.
- **Public Health:** Sexual health, substance misuse and NHS health check services (Adults with learning disabilities and mental health).
- **Economy and Highways Services:** Capital Programmes and Property; Highways; Fleet; Economy and Environment and wide range of Transport contracts (Children's and Older Adults).
- **Resources and Transformation:** ICT; Legal; Finance; Utilities; Furniture; Travel & Accommodation; PPE; Food; Car Hire; Stationery and Cleaning products.

## Purpose of this Post

To support the Procurement & Contract Managers and the wider Unit team, to deliver an effective and efficient complex corporate programme of tender exercises on behalf of Westmorland and Furness Council, in accordance with EU Procurement Directives and the Council's Contract Procedure Rules; the Sustainable Procurement Strategy and the Council Plan objectives relating to such activities for both Statutory and non Statutory services.

To support in the planning, review delivery of high quality, effective contract management and reporting processes to ensure contract compliance, value for money, achievement of specified targets and monitoring of positive outcomes for service users. This includes financial monitoring (e.g. to achieve monetary rebates, identify savings and ensure accuracy of associated systems) and monitoring against KPI's and contract outputs.

## Key Job Specific Accountabilities

1. To assist the Procurement Manager with the provision of effective advice, guidance, co-ordination and support across both the Council directorates & their partners, regarding procurement and contract management activities.

2. To take direction from the manager and then take lead for the choice and effective guidance of procurement route for low risk/low value tenders/RFQ's and contracts, working alongside and supporting managers on the procurement of high risk / high value contracts; ensure that both low and high risk procured services are properly and robustly monitored and contract managed, and that specified targets relating to outputs and outcomes are achieved and reported on at key stages (to Unit Management and Directorate Leads), through contract management processes, including action planning; provide analysis as determined by the manager. This includes to be responsible for all aspects of tendering, in accordance with the Procurement/Commissioning Cycle, and tendering administration, (including use of the electronic tendering portal).
3. Carry out robust monitoring of KPI's/critical success factors and compliance checks (to include site visits where appropriate) in order to undertake quality assurance activities and monitor performance. To develop, operate, maintain and review appropriate quality management systems and procedures related to the monitoring of services to ensure that contracts are operating effectively, and they are achieving specific outputs and outcomes. To maintain effective and successful relationships with operational colleagues (external and internal), and to record, monitor and escalate concerns, when necessary, in relation to the performance of the contract.
4. To develop, assess and maintain the multiple supplier chains; to work closely with contract providers to develop productive working relationships; to inform, advise and support commissioning teams to develop the local provider market. To maintain effective close working relationships with internal teams such as Legal, Social Workers, Engineers, Finance and service leads, throughout the council.
5. Take direction from manager and then take the lead for the commissioning activity for a range of Corporate Goods/Services contracts (including identifying the business needs; conducting effective market research and supply chain management to aid the development of the business case, and approval to procure procedures) To work closely with stakeholders, service area Leads, suppliers and legal to develop and improve specifications and effective KPI's which ensure robust monitoring and management of contracts.
6. Ensure E-Procurement catalogues/prices are up to date/renewed and advise the Business Support team of any changes in a timely fashion.

*Please note: Annual targets will be discussed during the appraisal process.*

### **Key Facts and Figures of the Post**

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** Provide advice and guidance to managers, colleagues and partners

### **Essential Criteria**

- **Qualifications:**
- NVQ level 3 in Procurement/Supply Chain Management or relevant discipline, and/or equivalent demonstrable experience.
- **Knowledge:**
- Substantial knowledge of tendering and contract management processes within a statutory organisation and their practical implementation.
- Knowledge and/or experience in the application of the procurement/commissioning cycle.
- **Experience:**
- Experience in tendering and contract management processes legal terms and conditions; writing service specifications, identification of KPI's and the application of Risk

Management/mitigations prior to and during the tender process, and the subsequent contract monitoring regimes.

### Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

### Job Working Circumstances

- **Emotional Demands:** Minimal
- **Physical Demands:** Minimal
- **Working Conditions:** Minimal
- **Other Factors:**
  - To be able to attend meetings beyond the workplace with customers/partners/suppliers.
  - Hybrid working.