

**Barcud Shared Services
Procurement Consultant
Role Profile & Person Specification**



ROLE PROFILE

Responsible to: Head of Procurement

Line Manages: Not applicable

Overview of the role

The overall purpose of the Procurement Consultant role is to:

- Be responsible for the delivery of procurement projects across our multi-client base of registered social landlords (RSLs), following our clients' procurement policies and Public Contract Regulations (PCR) 2015 where applicable.

Key responsibilities and accountabilities

- Deliver, with support from senior colleagues, end to end procurement projects for multiple clients, for medium and high contract values across a range of goods, services, and works ensuring alignment to our clients procurement rules and the Public Contract Regulations 2015 (PCR15) where applicable.
- Establish and develop engagement with client and supplier stakeholders, providing input into scope of requirements, specification design, ensuring fit for purpose requirements and exploring opportunities to drive operational financial savings and process efficiencies.
- Provide clients with procurement support and guidance as required.
- Undertake robust data analysis to establish baseline costs in order to measure procurement impact and demonstrate Value for Money.
- Review available frameworks and make recommendations to stakeholders on the best sourcing approach, considering collaboration opportunities with other clients.
- Support and facilitate pre-market engagement and market analysis (where appropriate).
- Produce and pro-actively manage fair, transparent and timely electronic tender processes.
- Undertake robust tender response analysis – both quantitative and qualitative.
- Prepare recommendation / contract award reports to stakeholders.
- Provide commercial advice on contract terms and conditions with supplier(s) as required.
- Provide support to colleagues on high risk / complex projects.
- Support any client audit requirements.
- Maintain project files and update clients' contract registers.
- Maintain appropriate records to stand up to external scrutiny.
- Maintain up to date knowledge of procurement legislation, policy and best practice, supporting key internal stakeholders in their awareness of any changes. Attend relevant forums as requested.
- Actively participate in the continuous improvement of the Procurement Service to ensure it continues to deliver effectively and adapts to meet future requirements.
- Demonstrate the principles of confidentiality, data protection and commercial sensitivity.
- Work within the Group's policies ensuring that these are complied with throughout all services within the scope of this role to ensure the highest standards are maintained.
- Ensure that all activities undertaken are carried out to the highest standards of integrity and professionalism.

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PERSON SPECIFICATION

Our values underpin all we do for the Group and they are the guiding principles for how all of our people should behave and act. At all times our people should be in alignment with our values of: Value, Quality, Partnerships and Opportunity.

Knowledge / Qualifications:

- Hold a relevant professional qualification, such as Chartered Institute of Procurement & Supply (CIPS) Diploma (Level 4 or 5).
- Be a member of the Chartered Institute of Procurement and Supply.
- Practical knowledge of UK procurement legislation and Public Contract Regulations (PCR) 2015 (EU Exit) Regulations 2020.
- Knowledge of routes to procurement to market for under and over threshold contracts
- Demonstrate a commitment to professional learning.

Experience:

- Have experience of public sector procurement rules and processes in line with PCR 2015. (EU Exit) Regulations 2020,
- Have experience of undertaking full procurement processes and calling off frameworks and/or dynamic purchasing systems.
- Experience of various sourcing platforms and procurement techniques such as use of external frameworks or Collaborative tenders.
- Experience of working with 'best value' principles.
- Experience of developing, implementing, and reviewing procurement procedures.
- ICT knowledge experience of different platforms and SharePoint and other MS packages.
- Experience of using Sell2Wales and eProcurement (bravo solutions) Wales.

Personal Qualities:

- The ability to inspire confidence and create trust with stakeholders.
- Have the ability to understand stakeholder queries and make informed decisions.
- Demonstrate flexibility and be dynamic in the approach to meet the needs of the business.
- Be adaptable and well-organised to effectively operate across multiple clients.
- Be aligned to the Group's culture and social purpose, promoting social value in procurements.
- Be a self-starter capable of working on their own and as part of a team across multiple clients.
- Effectively and professionally communicate with all levels of stakeholders.
- Evidence the ability to work under pressure and plan personal workloads effectively.
- Demonstrate the highest levels of professionalism and ethical standards through behaviour and presentation and act as an ambassador for the Group.
- Ensure the highest standards of quality are maintained throughout all aspects of work.
- Demonstrate continual development of procurement knowledge and skills.
- Support colleagues as required, attend meetings and complete ad-hoc requests.
- Promote, publicise and positively increase the profile of the Group.

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- Work confidently as an individual, whilst also working as part of a team both with internal and client staff.
- Work well under pressure and to clear deadlines.
- Show integrity, initiative, positive thinking, creativity, assertiveness and vision.

Other:

- Hold a full driving licence and use of a car for business.
- Regularly seek feedback from my customers / clients, staff, peers and manager about my effectiveness in delivering the services I am part of, as well as how I deliver them in line with the corporate values.
- Attend and contribute positively to 1-2-1s and appraisal processes.
- Review feedback from satisfaction surveys (or equivalent) and identify opportunities for improvement.
- Seek any required or value-adding third-party assurance that the service being provided is in line with required standards at an appropriate frequency for the Group or its clients.
- Undertake continuous personal development to maximise my value and feed into the development and continuous improvement of the service.