

## Disgrifiad swydd

Enw Post	Rheolwr Categori: Gofalu a Dysgu
Gwasanaeth	Cyllid a Chaffael
Gradd	Gradd 10
Pwynt / s Asgwrn y Cefn	28-30
Cyflog	£37,938 - £39,513
Pwrpas Swydd	Arwain, cyfarwyddo a chydlynu gweithgaredd cyrchu a sicrhau fod y berthynas rhwng y contract a chyflenwyr yn effeithiol er mwyn sicrhau gwerth am arian a chyflawni arbedion â dargedwyd o fewn y categori / is-gategoriâu a neilltuwyd. Yn gyfrifol am Swyddog Caffael neu Prentis Caffael, mae'r swydd yn allweddol i sicrhau bod gwasanaeth caffael effeithiol ac effeithlon yn cael ei ddarparu i'r Cyngor.
Lleoliad	Canolfan Rheidol, Aberystwyth
Oriau gwaith	37 awr yr wythnos, mae cynllun oriau gwaith hyblyg yn bodoli. Bydd angen bod yn barod i weithio oriau ansefydlog os bydd angen.
Math o Gytundeb	Amser-llawn
Hyd y Contract	Dros dro
Teitl Swydd Rheolwyr Llinell	Rheolwr Gwasanaeth Comisiynu
Cyfrifoldebau goruchwylio/rheoli	Goruchwylio a rheoli 1 Swyddog Caffael neu 1 Prentis Caffael
Atebolrwydd	<ul style="list-style-type: none"> <li>• Yn gyfrifol am reoli caffael o ddydd i ddydd ar draws ystod benodol o wasanaethau mewn categori penodol (fel y nodwyd).</li> <li>• Perchnogaeth o chwilio am werth am arian a gwerth ychwanegol ar draws ystod benodol o wasanaethau mewn categori penodol.</li> <li>• Caffael gwasanaethau neu wasanaethau traws-swyddogaethol y tu allan i gategori a neilltuwyd yn ôl y cyfarwyddyd.</li> <li>• Sicrhau cydymffurfiaeth â Rheolau a pholisïau Gweithdrefn Contractau'r Cyngor.</li> <li>• Sicrhau cydymffurfiaeth â'r holl ddeddfwriaeth a chanllawiau mewn perthynas â chaffael, a'r nwyddau, y gwaith neu'r gwasanaethau sy'n cael eu caffael.</li> <li>• Gliniadur diogel.</li> </ul>
Telerau Cytundebol sy'n Gysylltiedig â'r Post	
Dyletswyddau a Chyfrifoldebau	
<p>1. Ymgymryd rôl a chyfrifoldebau aelod allweddol o'r tîm sy'n darparu gwasanaeth effeithiol ar gyfer y Gwasanaeth Cyllid a Chaffael a chyda holl Gyfarwyddwyr Corfforaethol, Swyddogion Arweiniol Corfforaethol, Rheolwyr Corfforaethol, a sefydliadau allanol.</p>	

2. Dirprwyo ar gyfer y Rheolwr Gwasanaeth yn ôl yr angen, er enghraifft yn ystod absenoldeb, a chynrychioli'r Cyngor mewn cyfarfodydd.
3. Cynrychioli'r Rheolwr Corfforaethol Caffael a Chomisiynu yn ôl yr angen, er enghraifft mynychu cyfarfodydd.
4. Cymryd rôl arweiniol wrth brynu nwyddau, gwasanaethau a gwaith ar gyfer y categorïau a ddyrannwyd,. I gynnwys pennu'r llwybr mwyaf priodol ar gyfer tendro trwy werthusiadau opsiynau, rheoli'r broses gaffael, a rheoli contractau dilynol, gan gynnwys cynnal cyfarfodydd adolygu contract gyda chyflenwyr.
5. Nid yw pob gwasanaeth yn cael ei neilltuo i gategori. Efallai y gofynnir i ddeiliad y swydd arwain ar rai prosiectau caffael traws-swyddogaethol penodedig, a phrosiectau caffael y tu allan i'r categori o bryd i'w gilydd yn ôl gofynion capasiti'r tîm.
6. Ymgymryd ag ymarferion cynllunio strategol, i gynnwys dadansoddi risg ac adnabod angen, dadansoddi ac ymgysylltu â'r farchnad, cynhyrchu dadansoddiad llwybr beirniadol a mapio llinell amser e.e. Siartiau Gantt.
7. Datblygu cynlluniau categori a dod o hyd i strategaethau i ddiwallu anghenion perchennog busnes a chyflawni arbedion wedi'u targedu.
8. Sicrhau cydymffurfiaeth â Rheolau a pholisïau Gweithdrefn Contractau'r Cyngor.
9. Sicrhau cydymffurfiaeth â'r holl ddeddfwriaeth a chanllawiau mewn perthynas â chaffael, a'r nwyddau, y gwaith neu'r gwasanaethau sy'n cael eu caffael.
10. Datblygu perthynas â phartneriaid strategol ar gyfer caffael cydweithredol i sicrhau buddion gweladwy.
11. Cynrychioli'r Cyngor ar grwpiau a phrosiectau caffael cydweithredol lleol, rhanbarthol a chenedlaethol.
12. Sicrhau cyflawnrwydd, cywirdeb ac amseroldeb dogfennau tendr a chontract ar gyfer prosiectau penodedig.
13. Datblygu a rheoli Cytundebau, Manylebau Gwasanaeth a Chontractau ar gyfer gofynion ar draws y sefydliad, sy'n canolbwyntio ar ganlyniadau ac yn adlewyrchu arfer gorau.
14. Sicrhau bod rheoli contractau a chyflenwyr yn effeithiol, sy'n gymesur â gwerth a risg, ar waith ar draws y categori.
15. Datblygu a gweithredu canllawiau ymarfer caffael i weithredu fel fframwaith i reolwyr gwasanaethau a staff eu dilyn mewn perthynas â'r categorïau a neilltuwyd.
16. Sbarduno mentrau rheoli newid i gyflawni gwelliannau.
17. Cyfrannu at gyflawni'r Strategaeth Gaffael a chefnogi Ardaloedd Gwasanaeth i weithredu gweithgareddau allweddol o fewn y Strategaeth.
18. Rheoli a goruchwyllo staff fel y dyrennir ac yn berthnasol, cynllunio, aseinio ac adolygu eu gwaith.
19. Darparu cyngor arbenigol, gan ddangos arbenigedd lefel uchel mewn meysydd categori.
20. Cynorthwyo i ddiwallu anghenion datblygu a hyfforddi'r tîm Caffael, gan sicrhau lefel uchel o drosglwyddo sgiliau.
21. Darparu hyfforddiant, hyfforddiant a mentora cydweithwyr y tu allan i'r Gwasanaeth, mewn ymateb i geisiadau neu nodi angen.
22. Gwneud defnydd llawn o dechnoleg i ddiwallu angen y Cyngor i sicrhau newid a gwella o fewn adnoddau cyfyngedig. Defnyddio a hyrwyddo e-Dendro, e-Arwerthiannau, e-archebu yn rheolaidd, cadw cofnodion a systemau talu.
23. Helpu i weithredu systemau newydd fel rhan o dîm prosiect lle bo angen.
24. Monitro prynu nwyddau a chofnodi gwybodaeth berthnasol am gontractau a ddyfernir, gan gynnwys arbedion effeithlonrwydd ac enillion gwerth am arian, gan sicrhau bod systemau

addas a chadarn yn eu lle i hwyluso adrodd manwl a chywir lle gellir darparu adroddiadau yn gyflym ac yn hawdd.

25. Cadw cofnodion llawn a chywir, hygyrch a darparu cymorth, gwybodaeth ac adroddiadau yn ôl gofynion y Rheolwr Gwasanaeth a'r Rheolwr Corfforaethol Caffael a Chomisiynu, ac archwilwyr mewnol ac allanol.
26. Monitro systemau ariannol i sicrhau bod gwariant categori yn cydymffurfio â Rheolau Safonol a rheoliadau caffael y Cyngor.
27. Hwyluso cyrchu nwyddau a gwasanaethau yn lleol drwy weithredu strategaethau priodol a fydd yn gwneud cyfleoedd contract yn fwy deniadol a hygyrch i fusnesau bach lleol.
28. Hwyluso casglu data a gwybodaeth i alluogi cyhoeddi llwybrau gwaith ymlaen.
29. Sicrhau bod Hysbysiadau Contract priodol yn cael eu cyhoeddi o fewn amserlenni a bod Cofrestr Contractau'r Cyngor yn cael ee ddiweddarau yn unol â hynny.
30. Trefnu a mynychu digwyddiadau cwrdd â'r prynwr.
31. Sicrhau bod tendrau/contractau'r Cyngor yn integreiddio Deddf Llesiant Cenedlaethau'r Dyfodol a Buddion Cymunedol (lle bo hynny'n briodol).
32. Ymgymryd ag Aseidiadau Risg Cynaliadwy a neu Aseidiadau Effaith yn ôl yr angen.
33. Sicrhau bod yr holl ymarferion caffael yn ystyriol o'r effeithiau amgylcheddol, hinsawdd ac ecolegol.
34. Ymateb i geisiadau Rhyddid Gwybodaeth lle mae hyn yn berthnasol i'r tendrau a'r contractau categori.
35. Dyletswyddau perthnasol eraill yn gymesur â lefel y swydd.

# Manyleb Person

## Hanfodol

<p>Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol</p>	<ul style="list-style-type: none"> <li>• Diploma Proffesiynol Lefel 6 CIPS mewn Caffael a Chyflenwi (MCIPS); neu</li> <li>• Gradd Gaffael gyda phrofiad amlwg perthnasol; neu</li> <li>• Sefydliad Arweinyddiaeth a Rheolaeth Lefel 4; a gweithio tuag at MCIPS, gyda phrofiad perthnasol a ellir ei ddangos</li> <li>• Datblygiad Proffesiynol Parhaus (DPP) cyfredol sy'n cwmpasu'r uchod</li> </ul>	
<p>Sgiliau Ieithyddol Cymraeg</p>	<p>Gwrando/siarad: <b>Lefel 4</b> Darlleniad: <b>Lefel 2</b> Ysgrifen <b>Lefel 2</b></p>	<p>Rhaid sicrhau'r sgiliau ieithyddol Cymraeg a nodir o fewn dwy flynedd i'r penodiad.</p>
<p>Sgiliau Iaith Saesneg</p>	<p>Gwrando/siarad: <b>Lefel 5</b> Darlleniad: <b>Lefel 5</b> Ysgrifen <b>Lefel 5</b></p>	<p>Mae angen y sgiliau ieithyddol Saesneg ar apwyntiad</p>
<p>Sgiliau ymarferol a phersonol</p>	<ul style="list-style-type: none"> <li>• Y gallu i ddiffinio, cynllunio, monitro ac adrodd ar y rhaglen cyrchu gyffredinol a datblygu a chytuno ar gynlluniau gwaith ar gyfer y tîm Rheoli Categori.</li> <li>• Gwybodaeth am reoliadau caffael, polisïau a Rheolau Gweithdrefn Contractau mewn sefydliad.</li> <li>• Arbenigedd amlwg mewn meysydd categori allweddol, er enghraifft Gofal Cymdeithasol Gydol Oes, Addysg, Lles Cymunedol a Gwasanaethau Pobl a Threfniadaeth.</li> <li>• Y gallu i ddatblygu a chynnal perthnasoedd â chyflenwyr allweddol, gan annog arloesedd, gwelliant parhaus a lleihau gwastraff, costau gweithredol ac aneffeithlonrwydd.</li> <li>• Y gallu i ddatrys anghydfodau â chwsmeriaid mewnol ac allanol mewn modd effeithlon ac effeithiol, a gyda phwyslais ar gynnal perthnasoedd priodol.</li> <li>• Gwybodaeth a phrofiad o weithio gyda darparwyr a'u cyrff cynrychioliadol er mwyn cwrdd â'r heriau sy'n wynebu cyflenwyr a chomisiynwyr gwasanaeth ar y cyd o ofynion newidiol defnyddwyr gwasanaeth, sifftiau demograffig, newidiadau rheoleiddio a pholisi'r llywodraeth yn y grŵp categori.</li> <li>• Dealltwriaeth o reoliadau ariannol mewn sefydliad.</li> <li>• Gwybodaeth a dealltwriaeth o'r defnydd o reolaethau i adnabod twyll, a gweithdrefnau i'w dilyn pe bai amheuaeth o dwyll.</li> <li>• Gwybodaeth a dealltwriaeth o bwysigrwydd diogelu data, a gweithdrefnau i'w dilyn i ddiogelu rhag rhyddhau data.</li> <li>• Y gallu i gydlynu, dehongli, gwerthuso, cydgrynhoi, a lledaenu gwybodaeth o amrywiaeth o ffynonellau.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Hanes o ddarparu gwasanaethau perfformiad da a gwasanaethau sy'n canolbwyntio ar ganlyniadau.</li> <li>• Y gallu i nodi a mesur arbedion effeithlonrwydd yn y swyddogaeth gaffael.</li> <li>• Y gallu i gynghori ar brosesau caffael cymhleth a rheoli contractiol ar gyfer ystod eang o wasanaethau.</li> <li>• Cynorthwyo gyda datblygu polisïau, arferion a gweithdrefnau caffael.</li> <li>• Gwybodaeth am arferion tendro'r sector cyhoeddus.</li> <li>• Defnyddio technoleg yn y gwaith caffael o ddydd i ddydd a chyfrannu at wella systemau.</li> <li>• Gwybodaeth a phrofiad o weithio ar y cyd.</li> <li>• Tystiolaeth o sgiliau rheoli prosiect a dadansoddi da.</li> <li>• Dealltwriaeth dda o fuddion cymunedol a chaffael cynaliadwy.</li> <li>• Dealltwriaeth dda o ystyriaethau caffael cynaliadwy (Amgylcheddol, Cymdeithasol ac Economaidd) a thystiolaeth o ddefnydd ymarferol.</li> <li>• Y gallu i reoli ystod o wasanaethau yn effeithiol gan ddefnyddio amrywiaeth o ddisgyblaethau arbenigol.</li> <li>• Cyfathrebu'n effeithiol ar faterion cymhleth a gallu cynrychioli'r Cyngor wrth ymdrin â sefydliadau a chyflenwyr eraill.</li> <li>• Y gallu i weithio'n effeithiol gydag uwch reolwyr ac egluro materion caffael cymhleth.</li> <li>• Sgiliau rhifo da.</li> <li>• Cywirdeb mewn gwaith ysgrifenedig a rhifo a sylw i fanylion.</li> <li>• Y gallu i ysgrifennu a chyflwyno adroddiadau, i ddarparu atebion.</li> <li>• Y gallu i fod yn hunan-ysgogol a gallu gweithio heb oruchwyliaeth agos.</li> <li>• Yn ddigon hyblyg i weithio naill ar eich pen eich hun neu fel rhan o dîm fel y mae'r sefyllfa'n gofyn, ac yn gallu blaenoriaethu llwyth gwaith a gweithio i derfynau amser.</li> <li>• Y gallu i ddefnyddio datrysiadau Microsoft 365, a systemau ariannol craidd yr Awdurdod.</li> <li>• Dangos diddordeb mewn datblygiad personol ac anghenion hyfforddi a datblygu staff.</li> <li>• Parodrwydd i ymgymryd â heriau a phrosiectau newydd.</li> </ul>
<p>Profiad Angenrheidiol</p>	<ul style="list-style-type: none"> <li>• O leiaf 3 blynedd o brofiad ym maes caffael yn y sector cyhoeddus/sector preifat ar lefel Swyddog mewn sefydliad mawr</li> <li>• Profiad rheoli a gweithio mewn tîm</li> </ul>

	<ul style="list-style-type: none"> <li>• Gweithio gyda systemau ariannol cyfrifiadurol</li> <li>• Gweithio gyda thaenlenni</li> </ul>
Hyfforddiant/addysg sy'n ofynnol ar gyfer y swydd/gweithio tuag ato	<ul style="list-style-type: none"> <li>• Diploma Proffesiynol Lefel 6 CIPS mewn Caffael a Chyflenwi (MCIPS).</li> <li>• Hyfforddiant Diwygio Caffael yn ôl yr angen ar lefel sy'n addas i'r rôl.</li> <li>• Rhaglen hyfforddiant rheoli'r Cyngor.</li> <li>• Datblygiad Proffesiynol Parhaus (DPP) cyfredol sy'n cwmpasu pob un o'r uchod.</li> </ul>
Dymunol	
Cymwysterau / Hyfforddiant	<ul style="list-style-type: none"> <li>• Datblygiad Proffesiynol Parhaus</li> </ul>
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> <li>• Sgiliau ysgrifennu adroddiadau</li> <li>• Sgiliau rheoli prosiectau</li> <li>• Profiad o dendro sector cyhoeddus</li> <li>• Profiad o ddefnyddio systemau tendro'r sector cyhoeddus</li> <li>• Trafod a dylanwadu ar sgiliau</li> </ul>

## Job Description

Post Name	Category Manager: Caring & Learning
Service	Finance and Procurement
Grade	Grade 10
Spinal Point/s	28-30
Salary	£37,938 - £39,513
Job Purpose	To lead, direct and co-ordinate sourcing activity and ensure effective contract and supplier relationship management to maximize value for money and deliver targeted savings within the assigned category / sub-categories. Responsible for a Procurement Officer or a Procurement Apprentice, the post is key in ensuring the delivery of an effective and efficient procurement service for the Council.
Location	Canolfan Rheidol, Aberystwyth
Hours of Work	37 hours per week, flexible working hours scheme operates. Being prepared to work irregular hours if the need arises.
Type of Contract	Full-time
Contract Duration	Temporary
Line Managers Job Title	Service Manager Commissioning
Supervisory/Managerial Responsibilities	Supervise and manage 1 Procurement Officer or 1 Procurement Apprentice.
Accountability	<ul style="list-style-type: none"> <li>• Responsible for management of day-to-day procurement across a given range of services in a particular category (as specified).</li> <li>• Ownership of seeking out value for money and added value across a given range of services in a particular category.</li> <li>• Procurement of cross-functional services or services outside assigned category as and when directed.</li> <li>• Ensure compliance with the Council's Contract Procedure Rules and policies.</li> <li>• Ensure compliance with all legislation and guidance in respect of procurement, and the goods, works or services being procured.</li> <li>• Safeguard laptop.</li> </ul>
Contractual Terms Associated with the Post	
<b>Duties and Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Actively embrace the role and responsibilities of a key member of the team delivering an effective service for Finance &amp; Procurement Service and with all Corporate Directors, Corporate Lead Officers, Corporate Managers, and external organisations.</li> <li>2. Deputise for the Service Manager as and when required, for example covering leave, and representing the Council at meetings.</li> </ol>	

3. Represent the Corporate Manager Procurement & Commissioning as and when required, for example attendance at meetings.
4. Take a leading role in the purchase of the allocated categories of goods, services and works. To involve determining the most appropriate route to tender through options appraisals, managing the procurement process, and subsequent contract management, including undertaking contract review meetings with suppliers.
5. Not all services are assigned to a category. The postholder may be requested to lead on certain assigned cross-functional procurement projects, and procurement projects outside of category from time to time as team capacity requires.
6. Undertake strategic planning exercises, to include risk analysis and identification of need, market analysis and engagement, producing critical path analysis and timeline mapping e.g. Gantt Charts.
7. Develop category plans and sourcing strategies to meet business owner needs and deliver targeted savings.
8. Ensure compliance with the Council's Contract Procedure Rules and policies.
9. Ensure compliance with all legislation and guidance in respect of procurement, and the goods, works or services being procured.
10. Develop relationships with strategic partners for collaborative procurement to deliver tangible benefits.
11. Represent the Council on local, regional, and national collaborative procurement groups and projects.
12. Ensure the completeness, accuracy, and timeliness of tender and contract documentation for assigned projects.
13. To develop and manage Agreements, Service Specifications and Contracts for requirements across the organisation, which are outcome focused and reflect best practice.
14. Ensure effective contract and supplier management, commensurate with value and risk, is in place across the category.
15. Develop and implement procurement practice guidance to act as a framework for service managers and staff to follow in relation to the assigned categories.
16. Drive change management initiatives to deliver improvements.
17. Contribute to achievement of the Procurement Strategy and support Service Areas to implement key activities within the Strategy.
18. Manage and supervise staff as allocated and applicable, planning, assigning and reviewing their work.
19. Provide expert advice, actively demonstrating high level expertise in category fields.
20. Assist with meeting the development and training needs of the Procurement team, ensuring a high level of skills transfer.
21. Deliver training, coaching and mentoring to colleagues outside the Service area, in response to requests or the identification of need.

22. Make full use of technology to meet the Council's need to bring about change and improvement within limited resources. Actively using and promoting e-Tendering, e-Auctions, e-Ordering, record keeping and payment systems.
23. Assist with the implementation of new systems as part of a project team where required.
24. Monitor commodity purchasing and record relevant information about contracts awarded, including efficiency savings and value for money gains, ensuring suitable and robust systems are in place to facilitate detailed and accurate reporting can be provided quickly and easily.
25. Keep full and accurate, accessible records and provide assistance, information and reports as required by the Service Manager and Corporate Manager Procurement & Commissioning, and internal and external auditors.
26. Monitor financial systems to ensure category spend is compliant with the Council's Standing Orders and procurement regulations.
27. Facilitate local sourcing of goods and services by implementing appropriate strategies that will make contract opportunities more attractive and accessible to small local businesses.
28. Facilitate the collation of data and information to enable the publication of forward work pipelines.
29. Ensure appropriate Contract Notices are published within timescales and the Council's Contract Register updated accordingly.
30. Organise and attend meet-the-buyer events.
31. Ensure that Council tenders/ contracts integrate the Well-being of Future Generations Act and Community Benefits (where appropriate).
32. Undertake Sustainable Risk Assessments and or Impact Assessments as necessary.
33. Ensure that all procurement exercises are sympathetic towards environmental, climate and ecological impacts.
34. Respond to Freedom of Information requests where this is relevant to the category tenders and contracts.
35. Other relevant duties commensurate with the level of the post.

Job Evaluation Post Ref

JD 1718

# Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> <li>• CIPS Level 6 Professional Diploma in Procurement and Supply (MCIPS); or</li> <li>• Procurement Degree with relevant demonstrable experience; or</li> <li>• Institute of Leadership &amp; Management Level 4; and working towards MCIPS, with relevant demonstrable experience</li> <li>• Up to date Continuous Professional Development (CPD) covering the above</li> </ul>	
Welsh Linguistic Skills	Listening/Speaking: <b>Level 4</b> Reading: <b>Level 2</b> Writing <b>Level 2</b>	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: <b>Level 5</b> Reading: <b>Level 5</b> Writing <b>Level 5</b>	The English linguistic skills noted are required on appointment.
Practical and personal skills	<ul style="list-style-type: none"> <li>• Ability to define, plan, monitor and report on the overall sourcing programme and develop and agree work plans for the Category Management team.</li> <li>• Knowledge of procurement regulations, policies and Contract Procedure Rules in an organisation.</li> <li>• Demonstrable expertise in key category fields, for example Through Age Social Care, Education, Community Wellbeing and People &amp; Organisation Services.</li> <li>• Ability to develop and maintain relationships with key suppliers, encouraging innovation, continuous improvement and the reduction of waste, transactional costs and inefficiencies.</li> <li>• An ability to resolve disputes with internal and external customers in an efficient and effective manner, and with an emphasis on maintaining appropriate relationships.</li> <li>• Knowledge and experience of working with providers and their representative bodies in order to jointly meet the challenges facing both suppliers and Service commissioners from the changing demands of service users, demographic shifts, regulatory changes and government policy within the category group.</li> <li>• Understanding of Financial Regulations in an organisation.</li> <li>• Knowledge and understanding of the use of controls to identify fraud, and procedures to follow should fraud be suspected.</li> <li>• Knowledge and understanding of importance of data protection, and procedures to follow to protect against data breaches.</li> <li>• Ability to co-ordinate, interpret, evaluate, consolidate, and disseminate information from a variety of sources.</li> <li>• Track record of delivering good performance and outcome focused services.</li> <li>• Ability to identify and quantify efficiency savings in the procurement function.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to advise on complex procurement and contractual management processes for a wide range of services.</li> <li>• Assisting with the development of procurement policies, practices, and procedures.</li> <li>• Knowledge of public sector tendering practice.</li> <li>• Making use of technology in the day-to-day procurement operation and contributing to improving systems.</li> <li>• Knowledge and experience of collaborative working.</li> <li>• Evidence of good project management and analytical skills.</li> <li>• Good understanding of community benefits and sustainable procurement.</li> <li>• Good understanding of sustainable procurement thinking (Environmental, Social and Economic) and evidence of practical application.</li> <li>• Ability to effectively manage a range of services using a range of specialist disciplines.</li> <li>• Effective communicator of complex issues and be able to represent the Council in dealings with other organisations and suppliers.</li> <li>• Ability to work effectively with senior managers and explain complex procurement matters.</li> <li>• Good numerical skills.</li> <li>• Accuracy in written and numerical work and attention to detail.</li> <li>• Ability to write and present reports, to provide solutions.</li> <li>• The ability to be self-motivated and be able to work without close supervision.</li> <li>• Flexible enough to work either individually or as part of a team as the situation demands, and able to prioritise workloads and work to deadlines.</li> <li>• Ability to use Microsoft 365 solutions, and the Authority`s core financial systems.</li> <li>• Demonstrate an interest in personal development and training and development needs of staff.</li> <li>• A willingness to undertake new challenges and projects.</li> </ul>
<p>Required Experience</p>	<ul style="list-style-type: none"> <li>• At least 3 years` experience in Public/Private Sector Procurement at Officer level within a large organisation</li> <li>• Management experience and team working</li> <li>• Working with computerised financial systems</li> <li>• Working with spreadsheets</li> </ul>
<p>Training/education required to be undertaken for the post/worked towards</p>	<ul style="list-style-type: none"> <li>• CIPS Level 6 Professional Diploma in Procurement and Supply (MCIPS).</li> <li>• Procurement Reform training as required at a level suitable to the role.</li> <li>• The Council`s management training programme.</li> <li>• Up to date Continuous Professional Development (CPD) covering all of the above.</li> </ul>

Desirable

Qualifications / Training

- Continuous Professional Development

Practical / Personal Skills

- Report writing skills
- Project management skills
- Experience of public sector tendering
- Experience of using public sector tendering systems
- Negotiating and influencing skills