

	Job Title	Procurement Analyst
	Department	Resources
	Section	Legal, HR and Procurement
	Grade	PO3
	Reports to	Procurement Manager
	Staffing Responsibility	No
	Organisation	

Job Purpose:

- To contribute to an effective procurement service for the organisation by providing meaningful analysis and insight.
- To ensure that the council's procurement systems are technically robust, comply with relevant legislation and incorporate best practice.
- To ensure that the council is at the forefront of procurement best practice by undertaking a wide range of external research and benchmarking activities and bringing this to management in the form of evidence-based insight.

Principal Accountabilities and Responsibilities:

- Ensure that procurement strategy and organisational decision making is well-informed by providing insightful management information and analysis.
- Develop and maintain key procurement KPI's and present to senior stakeholders as required.-
- Maintain the council's contracts register and procurement forward plan.
- Work with the Procurement Team to provide insightful spend data in support of making informed sourcing decisions and strategies.
- Work with key stakeholders across the Council continuously looking to ensure improved integrity of the data produced for key reports.Report the spend across categories as well as individually with suppliers.
- Design and develop a training manual for the current procurement portal tool (Due North).
- Design and deliver training for members of the procurement team and stakeholders to encourage an increase in the uptake of procurements going through the portal.
- Manage and update the Procurement internal and external web pages identifying areas of

improvement. Enabling increased understanding of and compliance with processes and procedures.

- Technical solution owner for the council's e-procurement systems, taking ownership of these to ensure the latest developments are incorporated to the council's procurement activity.
- Ensure compliance with relevant legislation and best practice in our procurement system(s), including OJEU and Transparency Agenda requirements.
- Undertake external research and benchmarking for the Procurement team to use when discussing sourcing strategies with Stakeholders.
- Provide technical input to the council's Purchase to Pay (P2P) process.
- Coordinate and respond to Freedom of Information requests in line with the regulations
- Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
- Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
- Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	Not required
Politically Restricted	No

Person Specification

Job Knowledge, Skills & Experience:

All criteria are essential unless otherwise stated

Knowledge and Qualifications:

- Degree qualified in a relevant discipline (or equivalent technical qualification)
- Evidence of Continuing Professional Development
- Expert knowledge of e-procurement and related applications
- Knowledge of the purchase-to-pay (P2P) process and related finance systems, e.g. Oracle
- Knowledge of public procurement processes desirable (but not essential)
- Sound knowledge of Microsoft Excel including using pivot tables and vlookups

Experience:

- Experience of having used outstanding analytical skills to improve organisational decision making; prior experience of having worked with procurement data is not essential but experience of achieved better outcomes through analysis and insight is.
- Experience of having worked with large volumes of complex data; the nature of data and previous employing organisations is less important that evidence of having the technical skill to work with complex data and the business acumen to make this simple and intelligible
- Experience of using e-procurement systems and can demonstrate an aptitude and adaptability to learning new systems. The council's current e-procurement system is Procontract (Due North)
- Experience of successfully working with a broad range of internal and external customers
- Experience of driving improvements to processes and performance

Skills and Abilities:

- Outstanding analytical skills, able to collate and manipulate complex and high-volume data sets and distil this into meaningful insight for a lay audience
- Ability to plan and prioritise own workload efficiently; demonstrates a high degree of initiative and autonomy such that own workload is largely self-managed, autonomously undertaking relevant analytical, research and benchmarking activities. Works to agreed deadlines but does not require significant management supervision on a day to day basis.
- Good communication skills, able to communicate technical concepts clearly to a range of stakeholders in writing and face to face; uses knowledge to the advantage of the organisation
- Outstanding ICT skills, able to confidently use all standard office productivity applications, with a particular aptitude for data analysis tools such as Excel and Access
- Aptitude to use corporate finance systems such as Oracle; some previous knowledge and experience of this would be advantageous