

## Job summary

Reporting to the Deputy Finance Director, the Procurement Officer will deliver effective and compliant procurement processes and advice across the federation, coordinating and administering the CLF's procurement function. They will ensure that central procurements are delivered in an organised and timely way, involving relevant stakeholders, achieving best value, reducing exposure to risk and improving service delivery to staff and students. They will support successful implementation of procured services, ensure reporting and disclosure requirements are met.

At all times, the post holder will be expected to work collaboratively with relevant colleagues to fulfil the requirements of the role and contribute positively to the effective running of the finance function within the Trust.

## Primary duties and responsibilities

### Relationships

- Build rapport and trust in the key stakeholders to whom the service is being provided, to the extent that these stakeholders feel confident in the guidance/advice provided and recognise the post holder as an expert within their field.
- Highly effective in developing, managing, and maintaining professional relationships with a wide range of internal and external stakeholders at all levels, to fulfil the role requirements to a high standard. This will include working proactively with colleagues on a federation wide basis as well as with a number of external organisations and individuals to deliver the role requirements. Such stakeholders may include Principals, members of the Executive team, senior leadership teams, Operations Managers, and service providers.
- Confidence and professionalism to manage discussions with individual at all levels. Will be expected to resolve complex queries and present findings to senior colleagues and/or relevant committees.
- Highly developed persuasive skills in convincing managers to follow correct, complex procedures in line with procurement regulations.
- Confidence to provide challenge to colleagues of all levels in non compliance in procurement processes and procedures.
- Build and maintain effective working relationships with key stakeholders within the central team, to ensure an effective procurement provision.
- Collaborate with professional services leaders and academy Operations and Senior Operations Managers. Be receptive to the procurement needs of individual academies to deliver a shared outcome which benefits all.
- Form productive relationships with external suppliers and service providers. Be an excellent negotiator, engage clients and ensure service level agreements and contracts are delivered in line with agreed terms.
- Ensure briefings and presentations are delivered in a confident and professional manner.
- Ensure all relevant internal and external stakeholders are involved/participate in key procurement and negotiation processes to ensure the development of robust and appropriate contracts.
- Co-ordinate and facilitate procurement activities such as tender processes, ensuring that implementation and contract management and considered from the outset.
- Communicate effectively and professionally on procurement related matters in person, writing, electronically and by telephone. Positively represent the federation through all external communications.
- Adopt an appropriate communication style depending on the nature of the communication e.g., a volatile situation, a frustrated member of staff, etc.

### People management

- Co-ordination and training of people, facilitating activities using influence rather than direct management.
- Lead teams on correct procurement processes, allocating work as required.
- Provide expert advice and guidance to colleagues regarding procurement issues.
- Identify skills and knowledge gaps. Provide training and user-friendly guidance.

### Resource management

- Provide specialist procurement advice ensuring all procurement activities are undertaken in line with current legislation and guidance.
- Responsible for the procurement processes advising on the procurement options available and preparing the relevant documentation for approval, ensuring compliance with legislation.

## JOB DESCRIPTION: Procurement Officer

- To manage and collaborate with a team on end-to-end procurement services for major projects or central contracts. Collaborative approach to the development of an ambitious but realistic procurement plan of tendering opportunities for existing contracts and identifying new opportunities
- Deliver and report on the agreed programme of procurement activities.
- Design procurement procedures that will ensure full compliance and achievement of the plan
  
- Assist, guide and advise academies and professional services in the identification of long-term strategic requirements, legislative change, supplier relationships and market intelligence.
- Maintain the contracts register and use to formulate the procurement plan. To advise on supplier contracts from both a legal and commercial viewpoint.
- Produce reports and other documentation to a high standard. Present often complex information in a clear and concise manner.
- Clearly understand and prioritise workplan to maximise impact.
- Ensure the safe storage of paper and/or electronic data within filing systems. Comply with the CLF and statutory requirements associated with GDPR, and the CLF retention policy in relation to paperwork.
- Ensure all written and electronic data entry, reports, records, letters, and other documentation are completed in an accurate, comprehensive, and timely manner.

### Decision making

- Use initiative to analyse and prioritise work plans to consider potential savings, demand, contract renewal, procurement and purchasing activities.
- Lead or facilitate the analysis of complex tender returns in order to make recommendations. Adapt approach to respond appropriately to situations that arise.
- Be able to make quick, informed decisions regarding the detail and content of contracts and management structures.
- Analyse and scrutinise information and provide procurement expertise to inform and influence decisions.
- Engage specialist procurement consultants when required and work with them on specialist procurements.
- Recognises where appropriate to manage the situation oneself and where appropriate to delegate or seek further input.
- Undertake research and analysis in order to support decision making within the academy, and to inform the development and improvement of processes.
- Maintain a schedule of priorities, deadlines and key events and ensure reminders are given to appropriate colleagues as required.

### Work demands

- Understand the requirements of the role and plan resources effectively.
- Consistently manage changing circumstances and conflicting priorities in order to meet deadlines and objectives.
- Able to juggle and complete immediate tasks at short notice alongside ongoing tasks.
- Support other colleagues in managing conflicting priorities.
- Communicate with several sources at once to ensure delivery of operations.

### Physical demands

- Normal physical effort required.
- Tasks may require keyboard skills used with precision and speed.

### Working conditions

- Role is a hybrid working role. The post holder is expected to work from their contractual office base, their home and academy sites.
- Attend meetings and events at other CLF sites and at other external locations, sometimes at short notice.
- Ensure that the office and administration areas are a clean and tidy environment.
- May be required to address some challenging situations, working within an emotive environment.

### General expectations

#### Behaviour expectations

- Maintain **High expectations** in all we do, ambitious for ourselves, our communities, and our environment.
- Create **Equity** of opportunity, promoting inclusion, removing disadvantage and rejecting discrimination.
- Champion the success and life chances of **All children**.

## JOB DESCRIPTION: Procurement Officer



- Furnish pupils and staff with the **Resilience** to succeed as lifelong learners.
- Harness our **Togetherness** to achieve more, collaborating proactively in the seamless unity.

### Expectations of jobholder

- Be aware of and comply with CLF policies as set out in the CLF Employment Manual as well as individual academy policies and procedures.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
- Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Commit to professional self-development, such as through participation in inset training and professional services network as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

**Signed:**

**Name:**

**Date:**