JOB DESCRIPTION

JOB TITLE: Procurement Officer
SECTION: Procurement Team
DEPARTMENT: ICT
DIVISION: ZSL
RESPONSIBLE TO: Procurement Manager

PARTICIPATING JOB HOLDER(S):

APPROVED BY:

HEAD OF DEPARTMENT OR DIRECTOR:

JOB DESCRIPTION REFERENCE NUMBER:

GRADE ALLOCATED:

Team Organogram:
Description of Main Purpose:

The Procurement Officer will help deliver optimum value for money across ZSL by:

- Providing procurement and administrative support to the ZSL Procurement Manager

Main Duties and Responsibilities:

The specific objectives for the role are to:

- Provide a strategic, efficient and flexible procurement service which will deliver optimum value for money, cost savings and best quality of service
- Advise and support ZSL staff in procurements and supplier relationships helping to drive better procurement practice
- Support the Procurement Manager in procurement activities such as the tender process, grant requirements, supplier relationships and contract management for goods and services
- Assist in the development of internal procedures and documentation in relation to UK and overseas procurement
- Assist ZSL in managing commercial and reputational risks in its relations with external suppliers
- Assist some teams with purchases and order enquiries
- Ensure purchases are properly approved in terms of ZSL’s published authority levels and purchases are raised using the electronic purchase-to-pay system

Key Responsibilities:

- Providing procurement support as directed by the Procurement Manager
- Assisting in and supervising the procurement of goods and services and other procurement activities as directed by the Procurement Manager
- Assisting the Procurement Manager in grant specific requirements and best practice overseas procurement.
- Advising and assisting ZSL stakeholders in procurements
- Administering supplier contracts
- Leading and monitoring supplier relationships
- Assisting in the implementation of supplier contracts
- Liaising with the Procurement Manager in areas of commercial or reputational risk
- Assisting in the development of internal procedures and documentation
- Assisting in the ordering of key supplies and acting as a purchaser for some teams
- Helping to drive better procurement practice across ZSL
- Liaising with the Procurement Manager and the other key stakeholders to understand the value of key contracts held by ZSL or through the LUPC
- Feeding back departmental sourcing requirements to the Procurement Manager to help identify where aggregated spend might offer better value for money
- Communicating opportunities to achieve better value for money through better procurement practices
- Communicating improved ways of working
- Any other procurement or buying requirements as requested by the Procurement Manager

**Expectations of job holder**

- Ensure the policy for equality of opportunities is adhered to and promoted in all aspects of the post holder’s work.
- Ensure effective quality control and continuous improvement is all aspects of the work and responsibilities attached to the post.
- Demonstrate professionalism towards sensitive and confidential information.
- To comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Be committed to professional self-development, through participation in training and continuous professional development.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work.

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

Knowledge and Experience

Essential:

- IT competence (Word, Excel, Internet)
- A degree of literacy, numeracy and computer literacy
- Experience in a procurement administration role or similar
- Experience of procurement led activities ie tender process, supplier relationships, contract management
- Experience of tracking and dealing with enquiries and working to deadlines
- Experience of planning, organising and prioritising workload

Desirable:

- CIPS qualified
- Experience in the use of IT business systems and tools
- Experience of overseas procurement processes, managing grant requirements and understanding EU/OJEU procurement procedures
- Experience of managing internal and external relationships
- Experience of providing an internal support service, ideally procurement-related

Interpersonal Skills

Essential:

- Comfortable interacting and developing effective working relationships with ZSL staff of all levels, suppliers, other external organisations and all levels within these groups.
- Comfortable leading supplier relationship meetings and in negotiating
- Flexibility and sensitivity to ZSL’s corporate ethos and practices
- Capacity to learn and share learning with others
- Comfortable with change and can learn and adapt from previous experiences.
- Capacity to problem solve and offer solutions to meet ZSL requirements
- Self-motivated, able to work under pressure, meet deadlines and be resilient
- Ability to recognise and suggest improved ways of working
- Ability to communicate clearly in English, verbally and in writing, face to face and over the telephone
- Understand the importance of promoting equality and diversity within services and employment and the ability to challenge behaviour and processes which may act as a barrier to this
Responsibility:
Human Resource Management

- This role reports to the ZSL Procurement Manager
- This role has no direct reports
- This role has other key relationships: Finance, ZSL staff involved in procurement, Animal teams, external suppliers

Physical Resource Management

- None

Communication

- The role has a heavy emphasis on communicating with all parts of the ZSL that undertake procurement activities, and developing strategies and relationships in order to deliver procurement improvements within the Procurement Strategy and Policy.

Liaison

- There will be considerable liaison with the ZSL Procurement Manager, departmental staff across ZSL suppliers, contractors and service providers.

Mental Demands
Judgement and Decision Making

- Ability to analyse and interpret key data and formulate ideas and proposals
- Ability to undertake, justify and stand by difficult decisions

Original Thought and Problem Solving

- Can provide knowledge based advice on procurement issues within the department

Concentration

- Periods of concentration will be required when reviewing procurement requirements and identifying best value options to meet them

Flexibility

- The nature of the role will require flexibility to change priorities in order to meet the operational needs of a busy, customer facing organisation.

Working Conditions

- We have a non-smoking working environment.