



Job Title Procurement Manager
Department Corporate Governance, Finance & Risk
Division Resources & Planning

Job Description

Main Duties

- Develop and implement a decentralised procurement process to support business units.
- Provide a customised and simplified procurement approach across the organisation using common standardise approach where possible.
- Monitor, review and update existing policies and documentation including
 - procurement strategy
 - procurement policy
 - procurement procedures
- Provide advice and guidance to staff involved in the procurement of goods, works and services
- Review and develop process and contract templates for use across the organisation based on the best procurement practices.
- Educate and support staff to develop robust and compliant procurement strategies and to embed “best practice”
- Establish measures to monitor compliance with procurement processes including Public Contracts Scotland portal and framework usage
- Contribute to organisational responses to audit requirements including the PCIP
- Working closely with the Head of Corporate Governance, Finance & Risk to lead and develop the procurement function ensuring that discretionary spend on goods, services and works is compliant with all government and internal policies and procedures, and that procurement activities across the organisation are consistently achieving value for money
- Ensure that sustainability, climate emergency and fair work first is embedded within all procurement activities
- Explore all avenues of potential procurement collaboration

Manage the process of utilising Scottish Government and other public sector framework contracts across the organisation



Person Specification

Skills/Aptitude	Essential	Desirable
<ul style="list-style-type: none"> • Strong communication skills with the ability to deal with a number of stakeholders • High level of numeracy, analytical and problem solving skills. • Customer-focussed • The ability to work independently and within a team environment • Excellent computer skills 	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	
Knowledge	Essential	Desirable
<ul style="list-style-type: none"> • A demonstrable track record of knowledge and expertise in public sector procurement processes and procedures • In depth knowledge of WTO and UK procurement legislation • Ability to operate as a knowledge-sharing resource across the organisation in respect of procurement and contract management advising and training of others • Knowledge of current sustainability, climate emergency issues 	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	<p style="text-align: center;">*</p>
Professional Qualifications	Essential	Desirable
<ul style="list-style-type: none"> • Membership or working towards membership of the Chartered Institute of Purchasing and Supply (CIPS) 		<p style="text-align: center;">*</p>