

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Procurement Officer
Reporting to	Procurement Manager
Direct Reports	None
Grade	C
Location	Inverness

Position overview

Highlands and Islands Enterprise (HIE) is an ambitious organisation with a unique remit from the Scottish Government that integrates economic and community development. With around 300 staff, HIE supports hundreds of businesses and social enterprises across the Highlands and Islands.

HIE works in a diverse region covering more than half of Scotland's land mass. HIE's three priorities are to: grow successful, productive and resilient businesses; create the conditions for growth; and build strong, capable and resourceful communities.

HIE's vision is for the Highlands and Islands to be a highly successful, inclusive and prosperous region in which increasing numbers of people choose to live, work, study and invest.

You will be required to conduct a range of procurement activities in support of the Procurement Team and other teams across all areas. Tasks will include undertaking and managing Regulated tender processes and low risk tendering activities including provision of up to date specialist knowledge, guidance and support and liaising with others. All to be compliant with EU and Scottish Government Regulations as well as HIE Policy.

The post holder will also facilitate and manage the Quick Quote tender process for teams across HIE (contracts valued between 10k-50k) via Public Contract Scotland (PCS).

The role also requires you to use your own discretion and initiative to make judgements, decisions and submit recommendations related to your own key areas of responsibility and to assist in the formulation of future policies. You will also be expected to effectively manage and prioritise your own workload to support the needs of the Procurement Team.

A key part of this role will be to bring fresh thinking to HIE's work in this field, and make a positive contribution to HIE's continuous development as a progressive organisation where staff are empowered to use their full potential to benefit Scotland's economy. This is in line with our people values.

Key responsibilities

1. Key part of the role is to lead in undertaking and managing Regulated tender processes (tenders valued between 50k and the EU thresholds) including provision of up to date specialist knowledge, guidance and support and liaising with others e.g. Legal, Audit etc. if appropriate
2. To manage completion of each Procurement process including producing and circulating tender documents relating to goods, services and works and to assume responsibility for the receipt (including compliance checks), security/confidentiality and appropriate distribution of tenders
3. Facilitate and manage the Quick Quote tender process for teams across HIE (contracts valued between 10k-50k) via Public Contract Scotland
4. Facilitate tender evaluations by providing specialist advice and guidance including supporting staff with making recommendations in terms of outcomes
5. Provide contract and supplier management advice to teams across HIE
6. Organise and take minutes at the quarterly Information Fraud and Security Governance Group (IFSGG) and the Information Systems Strategy Board (ISSB) on behalf of the Finance Director and any other relevant admin tasks required
7. Identify new opportunities for improving templates, guidance and processes to improve the efficiency and effectiveness of the Procurement Team
8. Provide support to the Team in the maintenance of systems, processes, procedures, templates, etc., which will assist in the capture of data to monitor contract and supplier activity
9. As required, provide support and back-up to more senior team members in the execution of their duties including higher value, higher risk tenders. This will include generating tender documentation, evaluation templates, supplier feedback and publication of contract and award notices
10. Promote a climate of accountability, openness, collaboration and innovation
11. Ensure appropriate compliance with legislation and all aspects of HIE governance including risk management and HIE audit and compliance requirements
12. Any other appropriate duties which may be required as specified by your line manager
13. Ensure optimum use of internal management systems
Take responsibility for own learning and development, keep continuous professional development (CPD) records up to date

For developmental or operational reasons this role may occasionally contain some elements of work that are either more or less demanding than described above.

Salary and benefits

We aim to appoint at the minimum end of the salary scale to allow progression throughout the grade range.

This post comes with a competitive benefits package including: contributory staff pension arrangements which includes life assurance, generous annual leave entitlement, employee assistance programme and a variety of flexible benefits, e.g. cycle to work scheme, gym subsidy and other staff discounts.

Our commitment to equality and diversity

We are committed to recruiting, promoting and developing our people solely on the basis of their ability to contribute to HIE's objectives, without regard to their gender, race, disability, religion, national origin, ethnicity, sexual orientation, age or marital status.

HIE employs staff in offices across the Highlands and Islands and other locations in Scotland, encourages flexible working and seeks to employ people with different ideas, styles and skill sets, each able to contribute in complementary ways. This diversity engenders a richer, more creative environment – one in which our people develop and clients are served better.

This diversity and the sharing of knowledge, skills and experience make us a stronger organisation. These are qualities we value and continue to enhance.

KEY CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of formal education (HND) or equivalent work experience 	<ul style="list-style-type: none"> • Degree or professional qualification in a related discipline. Working towards (or be willing to) membership of the Chartered Institute of Purchasing and Supply [CIPS]
Work experience	<ul style="list-style-type: none"> • Understanding of public sector procurement and contract activities – particularly around services, goods and works. ▪ Experience of dealing with internal and external customers and suppliers ▪ Experience of working in an environment with high standards of governance and accountability ▪ Experience of working as part of a team but also ability to work on own initiative 	<ul style="list-style-type: none"> • A level of procurement experience within the public or private sector
Skills and abilities	<ul style="list-style-type: none"> • Good organisational and time management skills • A self-starter, able to operate on own initiative and with the ability to oversee and influence others • Ability to engage with a range of internal and external stakeholders • Computer literate and able to combine this with excellent numerical, analytical and report presentation skills using packages such as Excel and PowerPoint 	<ul style="list-style-type: none"> • Gaelic language skills (speaking, reading or writing) • Potential to grow within the Procurement Team and increasingly contribute to its effectiveness. • Ability to support more senior team members by contributing to the design and development of new reporting packages to define supplier performance and enhance contract management • Ability to quickly embrace HIE's existing software packages – HMS, EDRMS, etc. and ability to set-up and administer systems and processes • Previous Programme and/or Contract Management experience

<p>Job circumstances</p>	<ul style="list-style-type: none">• Flexibility to work out of office hours, which may also involve occasional travel within the Highlands and Islands area	<ul style="list-style-type: none">• A full current driving licence or alternative means of transport
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HIE has equal respect for Gaelic and English. We welcome any communication in Gaelic. We will respond to Gaelic communication just as quickly as we respond in English.

Tha spèis cho-ionannachd aig HIE airson na Gàidhlig agus na Beurla. Tha sinn a' cur fàilte air conaltradh sam bith anns a' Ghàidhlig. Freagarradh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhreagras sinn sa Bheurla.