

19-107 Procurement Officer

Hours:	37 hours per week, 52 weeks per year
Salary:	£19,187 - £20,900 Per annum
Duration:	Full Time
Location:	Colchester

Are you ready for your next career move in a dynamic and rewarding environment?

Colchester Institute's mission to deliver first-class education, professional development and technical skills training to develop careers and strengthen the local economy. Our core values include placing the success and wellbeing of students and an outstanding student experience at the heart of our choices.

The successful candidate will learn the current operational processes but will also develop strategic procurement skills and go on to develop a procurement apprentice.

You will be responsible for Procurement relating to non-contract and low value tenders and to assist with contracting.

If successful, you will be welcomed to the College with a full induction programme to support you in your new role. The College is also committed to staff development and offers an excellent staff benefits package.

Closing date:	30th November 2020
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To apply please complete our Application form and return by email to jobline@colchester.ac.uk or by post to the Human Resources Team, quoting the job reference. We do not accept CV applications however, CV's can be provided in addition to our Application Form as supporting information if you wish.

[Download Application Form \(.docx\)](#)

[Download Application Form \(PDF\)](#)

All jobs at Colchester Institute require a Disclosure & Barring Service (DBS) check.

Please contact Human Resources on jobline@colchester.ac.uk or call 01206 712333 if you have any queries or would like further information.

Additional Information

Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We strive to be an Equal Opportunities employer. All applicants who are offered employment will be subject to a Criminal Records check from the Disclosure and Barring Service.

Please visit our website www.colchester.ac.uk to obtain further details about the College.

Colchester Institute Job Description

Job Title:	Procurement Officer
Regulated Activity:	No
Responsible To:	Purchase Ordering and Purchase Ledger Manager
Line Management of other staff:	No
Location:	Colchester
Salary:	Range S15-18

Purpose Statement:

You will learn the current operational processes but will also develop strategic procurement skills and go on to develop a procurement apprentice.

You will be responsible for Procurement relating to non-contract and low value tenders and to assist with contracting.

Main Duties & Responsibilities:

1	To process purchase orders via the eProcurement system, ensuring financial coding, VAT coding and content is correct.
2	To ensure that tenders and quotes have been obtained where appropriate.
3	To monitor and provide assistance and training for non-finance staff in the processing of raising purchase orders in the finance system.
4	Produce appropriate reports with the purpose of carrying out thorough spend analysis to determine patterns of spend, internal collaborative opportunities between departments, FRAP and OJEU potential breach of limits, and report findings to Head of Finance.
5	Draft low value tender documents in accordance with agreed specifications, and offer advice to tender review panel and/or other college Managers as appropriate.
6	To provide advice on issues of compliance from internal and external customers, in line with relevant statutory provisions (e.g. Public Contracts Regulations) and internal Financial Regulations & Associated Procedures (FRAP) and any detailed policies and procedures supplementing the main document, and relay information back to Senior Procurement Officer.
7	To maintain the preferred suppliers list.

8	To maintain the College contracts database and keep up-to-date. Flagging to relevant parties when action needs to be taken for contract termination and/or renewal.
9	To set up new suppliers and supplier changes in the finance system in line with CI procedures.
10	To monitor and provide assistance in the processing of the Colleges purchasing activity via GPCs (Government Procurement Cards) and ensuring deadlines are met.
11	To process credit card and train ticket transactions on behalf of departments as appropriate ensuring VFM.
12	To carry out regular in-house Procurement and FRAP training at various times of the year.
13	To maintain a schedule of Efficiency Savings made by the College during the year (EMMFE module)
14	To undertake other associated duties as may be required commensurate with the grading of the post.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Colchester Institute Person Specification

Position: Procurement Officer

	Essential	Desirable	How is this assessed?
Qualifications			
Hold an NVQ Level 2 or higher in a procurement or finance related discipline (E.g. AAT)	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Experience			
Experience of planning and undertaking low value procurement projects	✓		A / I
Demonstrable experience of working within a business environment	✓		A
Experience of sourcing, collating, interpreting and presenting data	✓		A / I
Experience in assisting with the planning and undertaking of major EU tenders within the public sector		✓	A / I
Experience of preparing reports		✓	A / I
Knowledge and Skills			
An understanding of the principles of procurement	✓		A / I
An understanding of best value procurement and supplier negotiation experience	✓		A / I
Excellent interpersonal, oral and written communication skills	✓		I
Ability to use spreadsheets and MIS at an intermediate level	✓		A / I
Experienced use and application of Microsoft Office software including MS Excel	✓		A / I
Excellent house-keeping skills with particular reference to record keeping	✓		I

Personal Attributes			
An ability to motivate, enthuse and to build positive working relationships with others	✓		I
A positive attitude/outlook and strong commitment to equality and diversity	✓		I
Enjoys working collaboratively and seeking collaborative opportunities	✓		I
Ability to work flexibly to meet changing needs and work demands	✓		I
Continuously improving and commitment to own personal and professional development	✓		I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test