

Job Description:   
Procurement Officer

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| Function: | | | | Property Professional Services – i2020 Contract | | | | | | | | |
| Position: | | | | Procurement Officer | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Procurement & Compliance Manager | | | | | | | | |
| Additional reporting line to: | | | | Client Representatives | | | | | | | | |
| Position location: | | | | Belfast | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * To assist in the management and development of the procurement and contract management processes required by both the Client and Sodexo. * To provide informed, professional, expert procurement advice and guidance. * To undertake detailed reporting in respect of same. | | | | | | | | | | | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | | | | | | |
| Revenue FY 20: |  | | EBIT growth: | |  | Growth type: | n/a | Outsourcing rate: | n/a |  |  | |
| EBIT margin: | |  |
| Net income growth: | |  | Outsourcing growth rate: | n/a |  |  | |
| Cash conversion: | |  |
| Characteristics | | * Undertaking Public Procurement exercises in accordance with Public Procurement Policy and Procurement Guidance Notes * Administration of all NEC4 Contract Management Principles * Administering same over an estate of 167 sites (49 Operational Sites, 2 HQs, 4 Training sites, 5 support sites 5 Portal units & 89 communication sites), with a GIA of approx. 300,000m2 * 20nr+ Contractors (M&E, Structural, General, etc.) * 20nr+ Directly engaged sub-consultants | | | | | | | | | | |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Highly regulated environment requiring exacting standards and attention to detail * Re-procurement of the Client’s Supply Chain is a key deliverable and opportunity * Completion of all Contract obligations * Production of complex Business Cases to support procurement activities * Implementation of effective measurement, reporting and audit regimes * Detailed estimates and co-ordination with other internal and external teams |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To assist with the commercial and finance functions of the commercial team * To implement all Sodexo procurement and financial processes and policies * To assist with the re=procurement of the Client’s supply chain in accordance with NI Procurement Policy * Production of Business Cases to support procurement activities * Communicate contract-related information to all relevant stakeholders * Manage record keeping for all contract-related correspondence and documentation * To ensure implementation of all contract obligations * To assist with the design and implementation of a re-procurement strategy for the Client’s Supply Chain * To assist with the procurement of key supply chain partners * To assist with the implementation and management of contract / financial management and administration processes * Review, development and dissemination of good practice, keeping abreast with relevant case law and developments in Procurement * To act as an ambassador of the Contract team and lead on engagement with the Client’s financial / commercial team and others |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Ensure contract compliance (Sodexo to Client and Client’s supply chain) * All Public Procurement Policies, Procurement Guidance Notes & Client Procurement Polices are implemented and adhered to * Effective management and administration of Contracts * Effective management of commercial risk and opportunities |
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Educated to Degree level at classification 2:1 or above (preferable) * Contracts Management Experience * Legal dispute experience/Contract Law experience * Experience of public sector procurement * Proficient in the use of NEC4 suite of contracts * Excellent interpersonal skills and ability to communicate effectively with customers, clients and employees at all levels * Liaising with Procurement professionals internally and externally; working co-operatively to ensure consistent and coherent approaches towards Procurement practices across the contract * Highly numerate with excellent commercial financial skills, adept at complex commercial modelling and reporting, with Excel skills to an advanced level * Ability to interpret and utilise complex and varied financial and commercial information * Excellent negotiation skills with a proven track record delivering complex commercial negotiations * Effective presentation and communication skills with the mental agility to ‘think on feet’ and provide convincing answers with innovative or practical solutions. * Ability to create and maintain effective working relationships with all key stakeholders both internally and externally * Manage multiple workloads and shifting priorities * Self-motivated and able to work on own initiative within a team environment * Experience of working with Government contracts and clients and contract frameworks desirable |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Employee Engagement * Brand Notoriety * Rigorous management of results * Growth, Client & Customer Satisfaction / Quality of Services provided * Change and Innovation * Client relationship management |

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| 9. Management Approval – To be completed by document owner |
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| 10. Employee Approval – To be completed by employee |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |