

JOB DESCRIPTION

Job Title:	Senior Procurement Officer
Department:	Procurement and Compliance
Location:	Isle of Man Post Office Headquarters
Responsible to:	Head of Procurement and Compliance
Responsible for:	No staff or budget

Role Purpose Statement

This role will be responsible for undertaking procurement exercises for services, goods and works necessary for the continued delivery of cost effective services to the Isle of Man Post Office (IOMPO). These activities are to ensure that all procurement processes are delivered in compliance with Financial Regulations, wider legislation and meeting transparency requirements. This will comprise of a varied caseload including complex tenders, some of which will contain technical matters.

The role also undertakes a number of assurance and compliance activities. These relate to the assessment of suppliers, provision of commercial customer assurance activities and advice on information security.

Dimensions

This role holder is expected to maintain the highest level of personal and professional integrity due to the matters being handled within their everyday business. The role holder also has a personal responsibility to maintain the confidentiality of IOMPO, supplier and customer information.

Procurement

- Act as the main point of contact for procurement, assisting with queries or directing to the relevant colleague. This includes taking responsibility for the procurement and supplier mailboxes
- Provide guidance to ensure that IOMPO procurements comply with Government procurement policy and Financial Regulations
- Lead all procurement activities; tenders and quotation exercises providing specialist advice on competitive dialogues/prior information notices (market research) and procurement strategies to achieve best outcomes:
 - Arrange and chair procurement project initiation meetings in order to define procurement project deliverables, constraints, risks and timelines
 - Recommend suitable procurement strategies and contractual solutions to achieve the best outcome for the business unit
 - Work with business areas to develop a suitable specification for procurement exercises
 - Prepare procurement documentation including evaluation criteria, with the support of the legal advisors in relation to contract documents
 - Managing the questions and answers process and co-ordinating supplier responses
 - Arrange and chair supplier presentations and/or demonstrations during tender and quotation exercises
 - Evaluation and scoring of individual responses, consolidating quality/financial areas
 - Prepare award report for internal approval based upon financial thresholds

- Issue notification letters and debrief unsuccessful bidders
- Manage all post-tender activities through to contract award
- Report progress of tender plan on a monthly basis against the agreed procurement timescales
- Provide templates, guidance and training on the purchase of lower value goods and services across business areas to comply with Financial Regulations
- Maintain the website to comply with the transparency obligations of the procurement policy – posting adverts, non-competitive actions, notification of tender results and the annual tender plan
- Assessment of suppliers - review of supplier questionnaires and obtaining financial and other due diligence prior to appointment, and for on-going monitoring purposes
- Review and make recommendations for any non-competitive procurement actions based upon financial thresholds
- Overall ownership and management of register of non-competitive procurement/contract actions, providing reminders to business areas
- Assist the Head of Procurement and Compliance to:
 - develop procurement processes and documentation
 - improve supplier management procedures to comply with legal obligations, ISO accreditations and commercial customer expectations
 - consult with business areas and undertake an analysis of historic spend with suppliers to prepare the annual tender plan for the delivery of procurement activities across the business of goods/services to comply with Financial Regulations
 - identify opportunities for cost savings and process improvements within the procurement/supply chain function

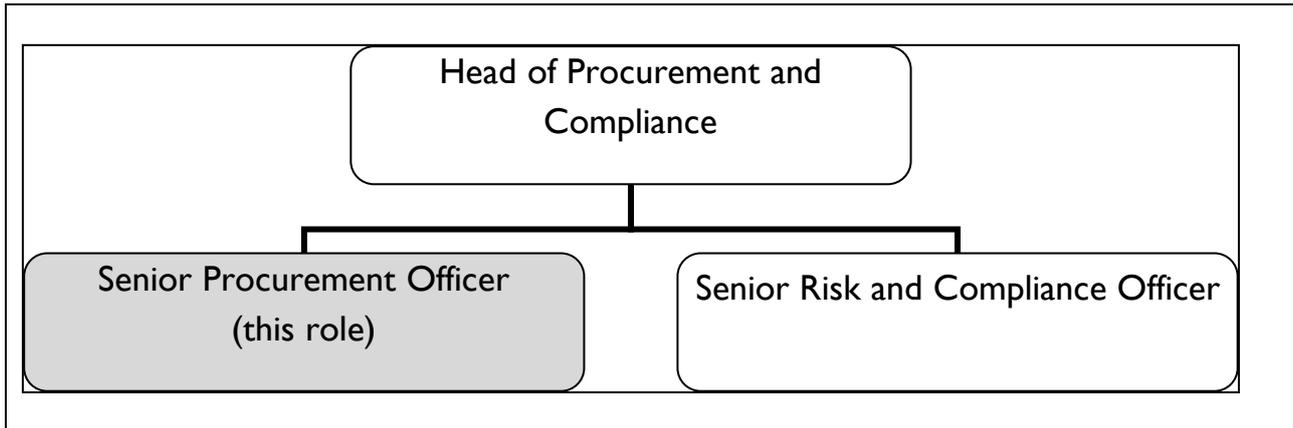
Procurement Contracts

- Liaise with legal representatives in the preparation of new procurement contracts for the purchase of goods and/or services with suppliers
- Assist other IOMPO General Managers and departments to ensure compliance with terms and conditions within procurement contracts
- Negotiates contract variations, extensions and seeks appropriate authorisation
- Overall ownership and management of contract register holding all commercial customer and supplier contracts
- Provide advice and guidance on any contractual risks that are determined during the initial procurement exercise and during the contractual relationship
- Review, establish and maintain processes to securely share data/information with third parties (data sharing/data processing agreements)

Assurance and Compliance Activities

- Conduct or assist with external audits of suppliers (such as handling personal data) to ensure compliance against contractual obligations. This includes preparing the audit report with any identified recommendations
- Provide input into all relevant discussions and meetings, producing a monthly/quarterly report wherever applicable
- Maintain appropriate training, skills and knowledge required for the role by undertaking internal and external training as required
- Act as deputy Information Security Officer (as part of IOMPO's ISO accreditations)
- Provide advice and guidance relating to information security
- Responsible for the completion of commercial customer assurance questionnaires and the resolution of clarification questions
- Completion of commercial customer dashboards, which involves the collation of evidence from business units to meet contractual timelines
- Co-ordination of any remote/onsite commercial customer assurance audits
- Act as Loggist in business continuity exercises and incidents, which may involve working outside normal working hours

Organisation Chart



Knowledge, Skills & Experience

Experience:

1. procurement professional with commercial awareness
2. has undertaken a range of procurement approaches, including select-lists, framework agreements and single supply
3. Proven track record of seeking legal advice, interpreting this advice and working to statutory obligations
4. Up to date knowledge of the Data Protection Act 2018, the GDPR and LED Implementing Regulations 2018 and how principles should be applied in the workplace
5. all aspects of the contract management lifecycle
6. reviewing contractual terms and critical assessment of their implications
7. commercial negotiation at a senior level with suppliers
8. establishing contract controls, governance, improvements and key performance indicators
9. supporting the implementation of changes
10. performing compliance checks and auditing, including prep and post activities
11. delivering work to a strict deadlines with high degree of accuracy

Knowledge & Skills

12. Hold full membership of the Chartered Institute of Procurement and Supply (MCIPS)
13. Hold certification to level 6 'Professional Diploma in Procurement and Supply'
14. Ability to provide constructive and commercially sound procurement advice to business areas to ensure that a procurement strategy is designed to achieve the best outcome both for quality and price
15. Ability to make sound judgements regarding contractual risks and their mitigation
16. Working knowledge of Financial Regulations and Procurement Policy
17. Knowledge of information security risks, including information security standards
18. Ability to make sound judgements regarding information assurance risks and their prioritisation
19. Ability to plan, organise and prioritise workloads
20. Computer literate with intermediate level of all Microsoft Office Applications
21. Excellent problem solving skills
22. Excellent communication skills (written, oral, presentation) with the ability to express complex information clearly, accurately and professionally
23. Ability to work as part of a team and independently and to build positive work relationships (internal and external)

Key Result Areas

1	Action – Undertake procurement exercise for services, goods and works Result – to ensure compliance with regulations and achieve the best outcome
2	Action – To conduct audits of IOMPO suppliers Result - to meet contractual obligations and maintain standards
3	Action – Establish contracts with improved controls and governance Result - to meet commercial contractual obligations and legislative requirements
4	Action – Analyse financial spend on a regular basis to IOMPO suppliers Result – to improve visibility of financial commitments
5	Action – Perform the role of deputy Information Security Officer for IOMPO Result – to maintain compliance with ISO standards
6	Action – Prepare assurance questionnaires and update customer portals Result – to maintain compliance with contractual obligations

Additional Duties

- Provide administrative assistance to the Head of Procurement and Compliance
- Additional responsibilities (such as investigations, disciplinary hearings and risk assessments) based upon competency levels and at the discretion of the line manager

Communications and Working Relationships

The role holder will be expected to communicate in a manner, which establishes their credibility and earns them the respect of people at all levels as a result of their specialist knowledge.

The role holder will be a confident communicator able to interface with personnel at all levels across the IOMPO, IOM Government, customers, suppliers and other external stakeholders.

The role holder will be required to provide training to colleagues and present to small groups on their specialist subject matters.

Provide verbal and formal written reports to the Executive team (including BCP logging), Senior Managers and Committees as required, meeting reporting schedules.

The role holder will represent IOMPO in a range of setting both internal and external, which will include taking notes and actions for example to update senior managers.

Internal

Day-to-day interaction will be with colleagues of the Procurement and Compliance team

Day-to-day interaction with all business units, depending on role responsibilities (including where required all grades up to CEO).

Liaise and work with subject matter experts and colleagues to ensure contractual compliance

This role will require excellent communication skills (both orally and written) with colleagues of all grades up to CEO.

External

This role will require interaction with relevant IOM Government Departments such as but not limited to:

- Attorney General's Chambers – preparation of tender documents/contract, legal and regulatory advice
- Department of Treasury, Procurement Services – procurement best practice/e-portal
- Suppliers – Contact during procurement exercises, site visits and feedback at conclusion of exercises
- Appointed Suppliers – Initial contract negotiations, renewals and change management activities. Monitoring of service and implementation of compliance audits
- Commercial customers – liaison for assurance activities and audit scheduling

Scope for Impact

Undertake procurement exercise for services, goods and works to ensure compliance with regulations.

The role is pivotal in shaping the direction of procurement activities to drive business success, through both cost and high quality standards.

Preparation of commercial customer assurance questionnaires and updates to their portals ensures compliance with existing contractual obligations and maintains commercial revenue streams.

Assist the Head of Procurement and Compliance to develop and maintain policies, procedures and practices to ensure that IOMPO is compliant with relevant legislation, Financial Regulations and the Procurement Policy.

Identification and mitigation of data protection and contractual risks to minimise the impact to operational activities.

Agreement

Approved by:
(line manager) _____

Signed: _____ Date: _____

Agreed by:
(role holder) _____

Signed: _____ Date: _____

You are expected to attend all relevant training courses that are deemed necessary for the role in which you are employed.

The above statements are intended to describe the general nature and level of work being performed by the employee undertaking this role. They are not an exhaustive list of all responsibilities, duties, and skills required for the role. Employees may be required to carry out other duties and responsibilities not listed according to the needs of Isle of Man Post Office. This will be subject to consultation with the role holder with as much advance notice as possible.

Competency levels

The competency levels for this role are:

Competency	Expected Level
<p>Team working: Acting with integrity, openness and honesty and trusting colleagues, showing loyalty towards them. Sets challenging goals for themselves; motivates colleagues, showing an energetic and positive approach; encourages teamwork and collaboration; creates an atmosphere of respect and tolerance; networks widely with colleagues across the organisation and with external contacts; behaves fairly and consistently in managing differing points of view.</p>	D
<p>Communication: Communicating accurately, briefly and clearly Communicates clearly and concisely and is effective in communicating with colleagues at all levels. Prepares thoroughly and puts forward balanced proposals highlighting costs and risks as well as the benefits; a flexible negotiator who is adept at finding 'win-win' solutions.</p>	D
<p>Achieving Results: Showing drive and determination to achieve results, consistently meeting agreed deadlines Plays an active role in developing and successfully implementing the business plans. Manages own time effectively, prioritising and focusing on key tasks. Solves non-routine or complex problems using specialist/professional knowledge. Makes timely logical and thought through decisions.</p>	D
<p>Delivering Quality Service: Treating customers and customer service as top priority Shows a passion for providing excellent service to internal and external customers; sets standards for the Department and high expectations of work from themselves and colleagues; communicates strong expectations for the improvement of service delivery; reviews benefits, costs and value for money and encourages colleagues to look for ways to improve performance.</p>	D
<p>Development and Adaptability: Being open and receptive to new ideas and ways of working Creates an environment within the Department, where continuous development to meet changing demands and priorities is accepted; seeks out fresh ideas and responds enthusiastically to Departmental and corporate initiatives; develops innovative and practical solutions to problems. Actively creates development opportunities for self and colleagues. Uses specialist knowledge to develop Departmental policies.</p>	D
<p>Personal Management: Demonstrates pride and persistence in work, whilst maintaining a productive worklife Balance Demonstrates clear and sustained drive and determination to deliver and to succeed. Able to cope with difficulty and frustration and remain committed and positive. Calm and confident under pressure.</p>	D

PERSON SPECIFICATION

Role:		
Attributes	Essential / Desirable	Method of Assessment
<p>Qualifications Have 5 GCSE's at grade C or above (including English Language or equivalent)</p> <p>Evidence of (and ongoing commitment to) continual personal and professional development</p> <p>Hold full membership of the Chartered Institute of Procurement and Supply (MCIPS)</p> <p>Qualified to level 6 (Professional Diploma in Procurement and Supply)</p> <p>Further education or relevant industry standard qualifications for contract management</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form / Interview</p>
<p>Experience Practical experience (3+ years) of running public sector procurements including below threshold quotation exercises</p> <p>Comprehensive understanding of public procurement law and contracts</p> <p>Experience of seeking legal advice, interpreting this advice and working to statutory obligations</p> <p>Experience in all aspects of the contract management lifecycle</p> <p>Experience of commercial negotiation at a senior level with suppliers</p> <p>Experience of establishing contract controls, governance, improvements and key performance indicators</p> <p>Up to date knowledge and experience of the Data Protection Act 2018, the GDPR and LED Implementing Regulations 2018 and how principles should be applied in the workplace</p> <p>Relevant experience in an office or administration environment</p> <p>Experience of taking notes and actions for formal reports, such as BCP loggist or secretariat of meetings</p> <p>Experience of delivering work to a tight deadline</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Application Form / Assessment / Interview</p>
<p>Knowledge & Skills Ability to plan, organise and prioritise workloads</p>	<p>Essential</p>	

Confident in reviewing contractual terms and critical assessment of their implications	Essential	Application Form / Interview
Knowledge of information security risks, including information security standards	Essential	
A good working knowledge of Isle of Man Government Financial Regulations and Procurement Policy	Desirable	
Ability to make sound judgements regarding contractual risks and their mitigation	Essential	
Computer literate with intermediate level of all Microsoft Office Applications	Essential	
Excellent problem solving skills	Essential	
Excellent verbal communication and presentation skills with the ability to explain technical matters to a non-technical audience	Essential	
Personal Attributes		Application Form / Interview
Ability to work as part of a team and independently and to build positive work relationships (internal and external)	Essential	
Confident in-group situations (such as tender evaluation panels, supplier presentations)	Essential	
Reliable, conscientious and confident with a can-do approach to work	Essential	
Analytical disposition and attention to detail, working in an orderly efficient manner	Essential	
Self-reliant – able to work independently with the minimum amount of supervision	Essential	
Resilient and able to remain calm while working to tight deadlines and/or under pressure	Essential	
Ability to live and promote the values of the organisation	Essential	Application Form / Interview / Checks
Circumstances		
Full clean driving licence	Desirable	
Flexibility of hours worked to cover audits and loggist role	Essential	
Isle of Man Worker	Desirable	Application Form / Interview / Checks
Satisfactory Police Check	Essential	