

# Lancashire County Council

## Grade Profile

### Grade Profile – Category Officer – (Grade 7)

#### **Purpose**

Practitioners who carry out procurement and contract activities and specialised support to a relevant professional area. Working under supervision and mentoring.

#### **Scope of Work**

Role holder will work within established council systems and procedures to an agreed quality standard or specification, under the general guidance of more experienced colleagues. Role holder may deal with complex issues that need a degree of diagnosis and analysis in order to recommend the best course of action. Communication skills are important as role holders will be interacting with internal and external 'customers' regularly.

#### **Accountabilities/Responsibilities**

- Select appropriate procurement procedures to independently carry out specified technical tasks of a low risk nature to produce the required technical output (e.g. identification of customer needs, implementation of routine procurement processes including tenders).
- Undertake specialised technical analytical support activities to assist Category Managers in delivering more complex services (e.g. high value tender processes).
- Provide timely collection, processing, and simple analysis of routine procurement and contract data and follow up on discrepancies/omissions to support the delivery of services.
- Provide information and practical, routine advice to customers by interpreting established procedures and applying best practice within procurement.
- Provide procurement guidance and resolve non-standard issues for more junior non-technical staff to ensure customer and service issues are effectively resolved.
- Keep up to date with changes in policy/legislation/contractual requirements to ensure service delivery is effective and complies with appropriate procurement regulations, quality standards and contracts.

#### **Skills, Knowledge and Experience**

- Detailed knowledge of the practical application of specialised processes/procedures relevant to the role, typically gained through extensive practical experience or advanced specialised training.
- Relevant vocational qualification or technical training. May be working towards a professional qualification or be of graduate entry level.

- Experience of working independently with relevant specialised systems, equipment and/or IT software.
- Analytical skills.
- Ability to clearly explain technical issues to non-technical users.
- Empathy and sensitivity to the needs of individual customers.
- Up to date knowledge of relevant policy, technical, regulatory or professional framework.
- In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.

**Performance Indicators**

- Quality of own work against legal, safety and best practice standards
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer feedback

## Lancashire County Council

### Operational Context Form

<b>Post Title:</b> Category Officer					
<b>Directorate:</b> Corporate Commissioning			<b>Location:</b>		County Hall Preston
<b>Establishment or Team:</b>		Procurement Service		<b>Post Number:</b>	TR2520010013
<b>Grade:</b>	Grade 7	<b>Staff Responsibility:</b>	No	<b>Essential Car User:</b>	No
<p><b>Scope of Work – appropriate for the post:</b></p> <ul style="list-style-type: none"> <li>To work alongside Category Managers assisting them to develop and execute their Category Plans. To assist specific business areas and stakeholders in the County Council towards developing their requirements for sourcing activity to meet their business plans</li> <li>To take responsibility for administering tendering activity within the County Council, ensuring appropriate use of Oracle Sourcing technology to effect the greatest return.</li> <li>To work alongside the P2P Team and Purchase to Pay Coordinator to ensure P2P source Council day-to-day needs appropriately through utilisation of information captured on electronic Catalogues, Frameworks, Schedules or otherwise. Where necessary give advice or recommend a source to supply either directly or through quotations in accordance with Council’s Financial Regulations.</li> <li>To continuously look to improve information captured on electronic Catalogues, Frameworks and Schedules or otherwise so as to improve sourcing efficiency.</li> </ul>					
<p><b>Accountabilities/Responsibilities – appropriate for the post:</b></p> <ul style="list-style-type: none"> <li>To take responsibility for administering tendering activity in the County Council, ensuring appropriate use of Oracle Sourcing technology to effect the greatest return.</li> <li>To work alongside the Category Managers assisting them to develop and execute their Category Plans.</li> <li>To support the Category Managers to implement Source to Pay infrastructure to support their Category Plans.</li> <li>To ensure maximum use of electronic Catalogues, Frameworks, Schedules and other sourcing data provided by Category Managers, when sourcing day-to-day requirements and raising purchase orders.</li> <li>To liaise with Category Management Team for sourcing exercises greater than 10% below OJEU limits per annum, making sure they fit into the Category Plans.</li> <li>To work alongside the P2P Team to ensure P2P source County Council day-to-day needs appropriately through utilisation of information on electronic Catalogues, Frameworks, Schedules or otherwise. Where necessary give advice or recommend source to supply either directly or through quotations in accordance with County Council’s Financial Regulations.</li> <li>To feedback issues and opportunities against electronic Catalogues, Frameworks, Schedules, providing details to the PIM Team and the appropriate Category Manager.</li> <li>To participate in the operation of the Council’s Performance Development Scheme.</li> <li>Such other duties as may be appropriate to achieve the objectives of the post.</li> <li>The post holder must at all times carry out his/her responsibilities with due regard to the County Council's policy, organisation and arrangements for Health and Safety at Work.</li> <li>Comply with the company’s policy requirements in relation to equal opportunities and to ensure the implementation and development (where appropriate) of non-discriminatory practices in all aspects of work and service provision.</li> </ul>					

- Ensure that all work functions are undertaken in accordance with all related health and safety legislation and relevant codes of practice.
- Responsible for ensuring that all duties and responsibilities comply with all statutory requirements and with Standing Orders and Financial Regulations.
- Promote, at all times, the vision and core values of the Council.
- Ensure that appropriate arrangements are in place to provide for a positive work/life balance both in terms of personal workload and that of direct reports, if appropriate.

**Additional Supporting Information:**

Due to the changing nature of the business, this job description serves as a framework to outline the main areas of responsibility. It will inevitably change. You will be required to undertake other activities of a similar nature that fall within the remit of your area of work, as directed by service management.

## Lancashire county Council

<b>Person Specification</b>		
<b>Post Title:</b> Category Officer	<b>Grade:</b> Grade 7	
<b>Directorate:</b> Corporate Commissioning	<b>Post number:</b> TR2520010013	
<b>Establishment or Team:</b> Procurement Service		
Requirements	Essential (E)	To be identified by: application form (AF), interview (I) or test (T)
<b>Qualifications:</b>		
5 GCSEs Grade C and above or equivalent including English and Maths	E	AF,I
<b>Experience:</b>		
Experience of working independently with relevant specialised systems or IT software.	E	AF,I
<b>Knowledge and Skills:</b>		
Detailed knowledge of the practical application of procurement processes/procedures relevant to the role, typically gained through extensive practical experience.	E	AF,I
Analytical skills in relation to both numerical and textual information.	E	AF,I
Ability to clearly explain technical issues to non-technical users.	E	AF,I
Good written communication skills and an ability to prioritise tasks.	E	AF,I
Up to date knowledge of relevant procurement policy, technical, and regulatory frameworks.	E	AF,I
<b>Other (including special requirements):</b>		
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Display the LCC values and behaviours at all times and actively promote them in others	E	I

## Lancashire County Council Category Officer - Grade 7

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I)
<b>Qualifications:</b>		
5 GCSEs Grade C and above or equivalent including English and Maths	E	A
<b>Experience:</b>		
Experience of working independently with relevant specialised systems or IT software.	E	A,I
<b>Knowledge and Skills:</b>		
Detailed knowledge of the practical application of procurement processes/procedures relevant to the role, typically gained through extensive practical experience.	E	A,I
Analytical skills in relation to both numerical and textual information.	E	A,I
Ability to clearly explain technical issues to non-technical users.	E	A,I
Good written communication skills and an ability to prioritise tasks.	E	A,I
Up to date knowledge of relevant procurement policy, technical, and regulatory frameworks.	E	A,I
<b>Other (including special requirements)</b>		
1. Commitment to equality and diversity.	E	I
2. Commitment to health and safety.	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others.	E	I