



### **Job Description**

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| <b>Job Title:</b>       | Procurement & Contracts Officer  |
| <b>Reporting to:</b>    | Procurement Manager  |
| <b>Accountable for:</b> | N/A  |
| <b>Purpose:</b>         | To support with the delivery of procurement projects, requests for quotations, mini competitions, review of contracts, updating of contract information on our procurement software and ensuring the execution of contracts. |

### **Duties and Responsibilities**

- Support the Procurement Manager with the procuring and implementing contracts including the day to day project management. This includes supporting the sourcing and negotiation of terms with suppliers.
- Work collaboratively as part of the Procurement Team as a supportive business partner to assigned business functions.
- Assist with preparing tender documents which meet the requirements of the stakeholders. This includes assisting with the production of contract documents. Also ensuring KPI's are captured to monitor performance.
- To support with the procurement strategy and policy ensuring it's embedded in the organisation.
- Support with evaluating tender options. Work with stakeholders to evaluate the procurement options available including the use of approved frameworks or tailored solutions specific to unique circumstances. Identifying potential suppliers, evaluating their capabilities, and selecting the ones that best meet Aspire's needs in terms of quality, cost, and reliability (including delivering tenders above the Public Contracts Regulations and the use of Frameworks/DPS etc).

- Maintain relationships with key stakeholders and partners including suppliers, contractors, solicitors, other sector specialists, and customers.
- Assist with ensuring that the procurement service meets all legal, regulatory, governance requirements and any reporting required.
- Assist with the reporting on procurement spend and efficiencies achieved for contracts awarded.
- To review contracts and ensure they are authorised.
- Ensure supplier contract details are kept up to date on Intend our Procurement Management.
- To support with procurement risk management.
- To support with the improvement of systems and processes to facilitate better ways of working.
- Support the Procurement Manager with ensuring environmental sustainability is at the heart of the decision making process.

#### **General Obligations – All employees**

- To take responsibility for own personal development and update knowledge and skills, with support from Aspire, to perform the role at an effective level. To undertake such training as is deemed necessary to improve personal performance and knowledge.
- To implement positively and ensure compliance with, the Aspire's policies, procedures, codes of practice and initiatives relating to Equality and Diversity, Customer Service, Risk Management, Health and Safety, Data protection and Information Technology, Financial Regulations, Standing Orders and the Code of Conduct and Probity Policy.
- To take responsibility for own wellbeing and safeguarding in the duties to be carried out for this post.

- To provide the highest quality services incorporating best standards and practice, promoting Aspire to its tenants, clients and customers.
- Taking ownership and responsibility to respond to complaints positively and professionally (*as appropriate to role*).
- To ensure that maximum use is made of information technology systems and associated equipment in the provision of efficient and effective services.
- To perform any other duties not specifically identified in the job description but which are in line with the general responsibilities of the post.

**This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's absolute discretion in the future.**

**As a general term of employment, Aspire may effect any necessary change in job content, or may require the post holder to undertake other duties, at any location within Aspire.**