



Job description and employee specification

Job title:	Procurement Specialist	Location:	Cheltenham
Reports to:	Contracts & Procurement Manager	Working hours:	37 hours per week
Job number:		Salary grade:	H
Supervises:	No supervisory responsibility		
Main purpose of the job:	<p>Integral part of Contracts and Procurement team, supporting Ubico in providing an excellent service to all stakeholders</p> <p>Support the management of a portfolio of procurement projects covering a varied supply base.</p> <p>Deliver procurement across Ubico, from commissioning through to contract management.</p> <p>Support tender activity across the business.</p>		
Key duties and responsibilities:	<p>This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes</p> <p>As part of managing the procurement and contract lifecycle, the post holder is responsible for;</p> <ul style="list-style-type: none"> • delivering effective compliant procurement function and corporate procurement strategy. • ensuring compliance with public contract regulations, legal requirements and company policies in the delivery of the service. • publishing public procurement notices and portal requirements. • developing requirements with operations and finding procurement solutions. • keeping up to date with relevant policy and legislative changes. <p>This is what we need you to do:</p> <ul style="list-style-type: none"> • deliver procurement projects/tendering activities, arranging and attending project/review meetings as required. • undertake procurement options appraisals to identify/recommend/report on the most effective method of procuring the services/goods required. • co-ordinate and deliver early market engagement/soft market testing exercises, to ensure the development of informed procurement documentation/specifications, tailored to meet business needs. • assess and manage the risks associated with each activity. • working with legal and other professional experts to develop the form of contract, special terms and conditions, specification, key performance indicators and pricing models, ensuring the documentation is developed in line with future business requirements. • supporting the gathering of corporate data across and the analysis of spend on goods and services using Agresso ERP and other available reports. • effective communication and engagement with stakeholders, including external suppliers and providing public notices. 		



	<ul style="list-style-type: none"> • supporting the delivery of the procurement workplan and contracts register. • supporting the corporate awareness and understanding of policy through procurement initiatives – e.g. social value; modern slavery; sustainability; compliance; transparency. • lead the procurement of and role out of an internal procurement/ tendering portal. • lead the delivery of the tendering portal to ensure effective and compliant publication of tenders, contract and award notices and effective communication with bidders. • promote the use of the tendering portal across the business, to ensure compliance with policies and improved audit records. • provide cover for the delivery of contract management where required. <p>All employees of Ubico are also expected to:</p> <ul style="list-style-type: none"> • work to add value to, and be a valued member of, the team and to be valued by customers. • comply with the organisation’s health and safety policies and safe systems of working. • work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation. • exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation. • Be committed to and demonstrate the values of the organisation which are to: <ul style="list-style-type: none"> • Deliver quality – what we do, we do well. • Be safe – look out for yourself and others. • Do the right thing – make good decisions and treat people with respect. • Care for our environment – protect where we live and work. Strive to be cleaner and greener. • Work together – communicate well and help each other.
<p>Essential requirements - qualifications, skills, abilities, knowledge and experience:</p>	<p>Knowledge and experience</p> <ul style="list-style-type: none"> • Worked in a procurement environment. • Experience of producing tendering documentation for public sector organisations • Experience of managing tenders. • Experience of conducting soft market testing exercises. • Built and maintained productive relationships, including those with key stakeholders and external organisations. • Worked independently or with others to deliver projects. • Proven experience in a similar or related role • Experience of using Microsoft Office <p>Skills and abilities</p> <ul style="list-style-type: none"> • Proven delivery skills and experience of working to tight, pressurised deadlines • Knowledge of procurement regulations and at least a working understanding or contract law, risk management and contract management. • An ability to compile a tender to achieve the desired outcomes and delivers best value for money and an appropriate balance of risk and reward. • The ability to access and manipulate data and draw insight and recommendations from it.



	<ul style="list-style-type: none"> • Good interpersonal skills; works together with employees, colleagues and other internal and external stakeholders to resolve problems, obtain information and make things happen! • A good level of commercial and cost awareness. • Customer focus and the ability to communicate appropriately. • Strong organisational and time management skills. • The ability to represent information in a clear and coherent way with a high degree of accuracy. Well-developed computer skills. • Ability to work on own initiative. • Ability to maintain confidentiality in accordance with Data Protection 	
Desirable requirements - qualifications, skills, abilities and experience:	<ul style="list-style-type: none"> • Knowledge and understanding of the issues affecting Local Government. • Knowledge of the Procurement Regulations • Hold or be working towards CIPS level 3 or equivalent • Experience of awarding contracts via public sector procurement frameworks and supporting the creation/use of Ubico frameworks 	
Special conditions:		
Date created:		
Date reviewed:	5 th February 2025	
Created/reviewed by:	Name: Charlotte Biggs	Job title: Contracts and Procurement Manager