
Post Title: Corporate Procurement Officer

Grade: PO 5-8

Responsible to: Head of Finance

Responsible for: N/a

Main contact associated with principal duties:

- Elected Members, Directors and Senior Staff of Pendle Borough Council
 - Staff in the Council's service areas
 - Joint venture company and delivery partners
 - Community, Voluntary and Faith Groups
 - Pendle Leisure Trust
 - Liberata Managers
 - Colleagues in other councils
 - Members of the Public
 - Central Government Departments
 - Funding partners
-

Job Purpose:

The role is responsible for coordinating procurement activities across council departments, ensuring that all procurement processes follow relevant legislation, council policies, and best-practice standards. By providing professional procurement advice, managing tender processes, supporting contract management, and promoting transparent and ethical purchasing.

Control of Resources:

None

Main duties and responsibilities:

1. Establish and maintain procurement policies, procedures, and guidelines to ensure compliance with local government regulations and best practices.
2. Provide training and support to council staff on procurement policies, procedures, and systems. Offer guidance on best practices and compliance requirements.
3. Ensure all procurement activities comply with relevant legislation (in particular the Procurement Act 2023), policies, and procedures.

4. Monitor, review and report on procurement performance and tendering arrangements. To ensure that the Council can demonstrate best value in its procurement activities and that procurement practice within the Council's Service Areas and Directorates are consistent with the Council's Procurement Strategy.
5. As necessary oversee the tendering process, including preparing tender documents, evaluating bids, and awarding contracts. Ensure all contracts are managed effectively and comply with legal and regulatory requirements.
6. Develop and implement a strategy for optimising social value from the procurement of goods and services and leading the Council's work in this area.
7. Identify and manage risks associated with procurement activities.
8. Manage relationships with suppliers, including negotiating and renegotiating contracts at the appropriate time, monitor performance, and ensure the delivery of goods and services meets the required standards.
9. Maintain Council's Contract Register and associated data.
10. Work closely with the Legal team to ensure a library of signed contracts is maintained.
11. Identify opportunities for cost savings and efficiency improvements in procurement processes. Ensure that procurement activities deliver value for money, and as necessary establish and rationalise key supplier buying arrangements.
12. Use emerging IT and technology to increase the benefits of procurement policies for the Council
13. Lead on the development and implementation of the Procurement Strategy, including sustainability objectives that enhance the Council's purchasing power.
14. Oversee the vendor selection process, ensuring that suppliers meet performance standards and business continuity needs.
15. Provide strategic oversight and expertise in procurement planning, approval, and control procedures, ensuring that all procurement activities align with the Council's corporate objectives.
16. To undertake such other associated duties as may be allocated from time to time which are commensurate with the salary grading of the post.

May 2026

Selection Criteria	Essential or Desirable	Assessment Method
Qualifications		
1. CIPS Level 3 or 4 or equivalent qualification and/or equivalent experience	Essential	Application Interview Certification
Knowledge, skills, abilities and experience		
2. Experience in contract management in a Public Sector environment	Essential	Application Interview
3. Experience of interpreting legislation, policy and guidance to contribute to the formulation of local policies and procedures that comply with national requirements.	Essential	Application Interview
4. Extensive Knowledge of the latest Procurement Regulations	Essential	Application Interview
5. Experience of using Microsoft Office applications, in particular Outlook, Excel, Word	Essential	Application Interview Test
6. Proven ability to create and maintain effective working relationships with staff at all levels, councillors and external partners.	Essential	Application Interview
7. Excellent written communication skills with the ability to draft well-structured reports and presentations.	Essential	Application Interview Presentation
8. Good organisational skills, including the ability to plan and co-ordinate work.	Essential	Application Interview
9. To have experience of working effectively in a political environment.	Desirable	Application Interview
Special Requirements		
10. Commitment to working towards the Council's Equality objectives.	Essential	Application Interview
11. Willingness to undertake occasional out-of-hours working.	Essential	Application Interview