

**Job Title:** Procurement Specialist

**Grade:** Band E

**Reports to:** Procurement Manager

**Role Responsibilities:** No line management or budget responsibilities

### **The Role**

Our vision is to transform lives, empowering independence through care excellence for all.

The role of Procurement Specialist is to formulate and drive a consistent approach towards sourcing and supply. That involves contract negotiation, pricing and cost management in order to deliver procurement activities across the business.

The role is integral to the efficient management of systems and process controls. The Procurement Specialist reports to the Procurement Manager and assists and supports the procurement function.

The role will be primarily based at ECL Head Office in Chelmsford and working remotely, but will be required to work flexibly across other ECL sites in Essex as and when required.

### **Job purpose**

To be responsible for:

- Production of documentation for input to tender award decisions
- Benchmark information for target categories
- Up to date advice on all procurement activities to employees and suppliers

To ensure and lead on the procurement (tendering) of goods/works/or services as allocated to achieve the category and ECL's strategic objectives.

### **Key Accountabilities**

- Work flexibly and collaboratively across structural boundaries as part of cross functional teams, and in support of key functional outputs, regardless of where you sit within the organisation.
- Think creatively, challenging the norms, and constructively challenging those around you (including those more senior) to ensure continuous improvement, commercial astuteness, and inspire the same in colleagues.
- Ensure understanding and the proper assessment and mitigation of risk, including Information Governance, Safeguarding, Health and Safety and Business Continuity.
- Responsible for recognising a disclosure of a concern from an individual that requires a safeguarding intervention to be made and to take appropriate action.

## Duties and Responsibilities

- Management of the tendering process once specifications have been agreed to ensure that timescales, the tendering procedures and guidelines are met.
- Contract tendering, negotiation, implementation and management of ECL stationery and personal protective equipment contracts.
- Identify cost saving opportunities that will enhance the profitability of ECL.
- Data analysis and reporting including monitoring mechanisms that identifies savings achieved by category and supplier.
- Develop and build relationships with existing suppliers and create relationships with new suppliers.
- Communicate to suppliers the needs and expectations of ECL and support the monitoring supplier performance of own contracts, in line with KPI's, contractual obligations and service level agreements.
- Ensure compliance of established purchasing policies and procedures and implement continuous improvements where required.
- Supplier reviews and audits.
- Maintain a contract database and protocol for ongoing supplier management, liaise and highlight expiry contracts to contract managers and action accordingly.
- Effectively engage with employees to ensure processes and controls are understood and best practices adhered to.
- Assist in the development and achievement of team goals and objectives.
- Consult/work with senior managers and other employees on specific initiatives as required and undertake any other duties as requested by the Procurement Manager.
- To support the Procurement Manager in commissioning and manage any additional business development activity that may arise. This includes monitoring tender portals or assisting with the writing of tender responses and monitoring of the ECL commercial inbox.

This job description is only an outline of the tasks, responsibilities and outcomes required of the role. The jobholder will carry out any other duties as may be reasonably required by his/her line manager.

## **Person Specification**

### **Key Skills and Competence**

- Supportive of change, showing flexibility and reliability at all times.
- Work collaboratively across structural boundaries as part of cross functional teams, and in support of key functional outputs.
- Think creatively, challenging the norm and constructively challenging those around you to ensure continuous improvement, commercial astuteness, and inspire the same in colleagues.

### **Education and qualification**

- CIPS Level 4 or equivalent knowledge and experience in a centralised procurement environment.
- Knowledge of procurement law.

### **Skills and Experience (all essential)**

- Commercially focused with a keen eye for detail with strong analytical and numerical skills.
- High level competence in Microsoft excel and other office packages.
- Proven negotiation skills.
- Strong interpersonal skills.
- Excellent organisational, time management and communication skills (both verbal and written).

### **Values and Behaviours**

- Ability to demonstrate, understand and apply our values (see below) and be able to evidence these attitudes and behaviours as part of the application process.

## Our Values



Caring

Supporting others with care, compassion, and positive engagement.



Excellence

Working efficiently and innovatively to achieve excellence.



Teamwork

Working together to achieve our common goals.



Integrity

Being open and having the courage to do what is right