



The Scottish Parliament
Pàrlamaid na h-Alba

Purchasing Officer (Grade 3)

Reference: 589655

Salary Range: £25,626 to £31,770

Location: Holyrood, Edinburgh

Working Pattern: This is a permanent full time post (applications on a job share basis welcome)

Closing Date: 4pm Wednesday 17 January 2018

The Scottish Parliamentary Corporate Body (SPCB) is offering an incredible opportunity for an individual who is passionate about developing a career in procurement and who is willing to commit to their own development. You will be fully supported in your development to accomplish the range of skills required to progress in a procurement environment. You will gain valuable first-hand experience of purchasing a wide range of goods and services while being coached and supported through a variety of projects. You will be given the time and support to study but you will also be expected to give some of your time to study and revise to attain a recognised professional qualification in procurement. .

The SPCB provides the staff, accommodation and services needed by the Parliament to carry out its work. You will be part of Procurement Services, the office that has responsibility for the development and implementation of the SPCB procurement policies and manages the procurement of all goods, services and minor works on behalf of the SPCB.

Procurement Services strategic aims are to:

- Use our collective expertise to deliver high quality contracts
- Deliver best value for money in SPCB procurement
- Ensure legislative compliance, governance and accountability in our procurements
- Promote and integrate sustainability in our decision making process
- Enhance our procurement skills
- Engage constructively with a range of stakeholders to improve performance and promote continuous improvement

You will have responsibility for the effective and timely delivery of contracts for goods and/or services that will typically be of a value below £50k, delivering value for money and ensuring legislative compliance. You will be required to develop and maintain effective relationships with key individuals in other business areas/ offices and will work with them to deliver these contracts.

You will contribute to the delivery of the [corporate procurement strategy](#) and will have responsibility for specific improvement projects and initiatives.

Duties

Reporting to a Purchasing Manager, your main duties will include:

- Leading procurement projects (typically below £50k – quotation level), adding value to the process and ensuring compliance with SPCB procurement policy and procedures, public procurement legislation, and best practice.
- Contributing to Procurement Services' performance targets, including maximising opportunities for cash savings.
- Implementing agreed policies on sustainable procurement and identifying opportunities for SMEs, the third sector and supported businesses to participate in your procurements.
- Providing advice and support to business areas, managing the procurement via the [SPCB E-procurement system](#) or [Public Contracts Scotland](#) portal and utilising SPShare for internal documents and records management.
- Developing effective internal and external networks and managing relationships and expectations of business areas within your field of responsibilities.
- Providing effective support and guidance to individuals in business areas who are responsible for managing contractors' performance, including negotiating and formalising contract variations and dealing with escalated contractors' performance issues.
- Assisting in the development and implementation of procurement procedures.
- Making purchases via the Corporate Card, ensuring compliance with policy and procedures.
- Providing cover for the administrative post during leave.

Skills, Knowledge and Experience Required

You will have experience in a similar role, or will have experience of working in a customer facing or administration role, or have procurement placement experience through academic studies.

Please provide a personal statement telling us about why you think you are the most suitable candidate for this development opportunity.

You are also required to provide evidence to demonstrate the following skills:

Communication skills

- Be able to use different kinds of communication to suit the situation
- Be able to express yourself clearly and concisely in writing and verbally
- Be able to explain and pass on information accurately
- Be able to participate in discussions, listen to others and take account of their views

Team Working & Interpersonal skills

- Be good at contributing in team situations
- Be able to support and encourage team mates
- Be able to work effectively with a range of different people
- Be able to accept feedback and positive suggestions

Organisational & Time Management skills

- Be able to plan ahead and prioritise own work
- Be able to allocate appropriate time to specific tasks
- Be able to identify simplest way to complete a task
- Be able to meet deadlines
- Be able to work on own initiative

Problem-solving, Decision-making & Analytical Skills

- Be able to get to the bottom of why something has happened
- Be able to tackle problems and think through issues to find solutions
- Be able to understand the consequences of the decisions you make and act accordingly

IT and Digital Skills

- Be proficient in Word and Excel
- Be able to quickly pick up new systems or applications
- Have an awareness of social media

You will need these skills to succeed in the role of Purchasing Officer, and we will be assessing how you have used them so far and your potential to use and develop them if you are offered the post.

How to demonstrate your skills

We are looking for you to provide some examples from the jobs you have held and other activities outside of work to demonstrate you have the skills we are looking for.

Describe the **situation** you were in or the **task** you needed to accomplish. You must describe a specific event or situation, not a generalised description of what you have done in the past. Be sure to give enough detail for us to clearly understand the

situation or task. This situation can be from a previous job, a volunteer experience, charity work, or any other relevant event.

Describe the **action** you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what **you** did - not the efforts of the team. Don't tell us what you **might** do, tell us what you **did**.

Describe the **results** you achieved - What happened? How did the event end? What did you accomplish? What did you learn?

Your emphasis should always be on the **actions** and **results**, specifically what you did and what impact you had. Try to make this about 70% of your answer.

Application Process

You should forward your CV along with a statement outlining why you think you are the most suitable candidate for this development opportunity and proving evidence of the skills identified above. The maximum length for the statement is 3 pages and it should be emailed to jobs@parliament.scot by the closing date of **4pm on 17 January 2018**.

You may be asked to take an online test. This test will be part of the initial sift.

Interviews are expected to take place week commencing 5 February 2018 although this may change.

If you are invited to interview you will be asked to undertake a written exercise. This will be used to establish your ability to identify errors and omissions in a specification of a simple requirement (in this case the purchase and decoration of Christmas trees for the Scottish Parliament).

Working Pattern

This is a permanent full time post, with applications on a job share basis welcomed.

Benefits

We offer a great range of benefits including 41.5 days' leave (including public holidays), the opportunity to join the Civil Service pension scheme, flexible working arrangements and family-friendly policies.

Salary

The salary range for this post is shown below:

Minimum	Year 1	Year 2 (Max)
£25,626	£28,389	£31,770

You will progress at the rate of one scale point per year provided you are performing your duties to the required standard. Your progression date will be the anniversary

of taking up the appointment in the post. You will be paid monthly in arrears by Bank Credit Transfer directly into your bank or building society account on the last banking day of the month.

Other Information

Hours

The way the Parliament works means that different groups of staff work varying hours and patterns. You may have to work longer hours when Parliament is sitting and reduced hours during recess periods. For this reason we have very progressive flexible working hours (FWH) arrangements. You will be required to work within these arrangements.

Notwithstanding your individual working pattern, if you are employed on a full time basis, you will be contracted to work 1,631 hours per year. This is the equivalent to a 37 hour week, excluding breaks, annual leave and public and privilege holidays. If you work on a part-time basis, you will be required to work the number of hours specified in your appointment letter.

Bandwidths are the hours within which staff may work and accrue time under the FWH arrangements. The bandwidth is from 7:00am to 8:00pm.

Annual Leave

Your annual leave allowance will be 30 days. Our annual leave year runs from 1 September to 31 August. If you take up your appointment during the course of the leave year, your annual leave allowance will be proportional.

In addition, you will also receive 11.5 days public and privilege holidays. They are normally taken at fixed times of the year. If you are required to work on a public or privilege holiday overtime arrangements will apply.

If you work on a part-time basis, your annual leave and public and privilege holiday entitlement will be pro-rated.

As with working hours, there may be restrictions on annual leave when Parliament is sitting. In any event you may not take annual leave unless it has been agreed, normally in advance, with your line manager.

Pension

Unless you choose otherwise we offer the opportunity to join the Civil Service pension arrangements, which include a valuable range of benefits. We will make substantial employer contributions towards your Civil Service pension. More information can be found on the Civil Service Pensions website at www.civilservice.gov.uk/pensions

Age

The SPCB does not operate a retirement age policy. This means that there is no upper age limit beyond which you would be automatically retired and you are free to continue in employment for as long as you wish subject to the normal rules concerning [Performance](#), [Attendance](#) and [Conduct](#).

Travelling and Other Expenses

We pay travelling and other expenses if you incur them whilst on official duty. However, we will not reimburse the cost of normal daily travel between home and office.

Unless we have stated otherwise in the advert, we do not reimburse travel or other expenses you incur in attending an interview or assessment with us. We are happy to explore alternative arrangements if this causes you difficulty.

Probation

You will be on probation for six months. Confirmation of your appointment is dependent on the satisfactory completion of this probation period, taking into account your job performance, conduct and attendance.

Outside and Political Activities

As an employee of the SPCB, you may not take part in any activity that would in any way conflict with the interests of the Parliament or be inconsistent with your duties and responsibilities.

You may not take part in national political activities, although you may seek permission to take part in local political activities. If permission is granted, it will be subject to the observance of general rules relating to possible conflicts between your official responsibilities and your political activities.

Health and Safety

The SPCB is committed to promoting health and safety as a priority issue. Its aim is to take appropriate and reasonable steps to ensure that it conducts its business in such a way that employees and other people who may be affected by its work are not exposed to risks to their health and safety.

Data Protection

Under the terms of the Data Protection Act 1998, information provided by you will be processed and stored to provide management information for recruitment and equal opportunities monitoring purposes. We will also use this information to form the basis of your personnel record if you are successful for the job. Otherwise we will not retain this information for any longer than it is needed and we would normally dispose of paper records after 6 months. You will have the right of access to any information held about you.

Suggestions

We want all applicants to feel that they have been treated fairly, even if they are not appointed. If you have any comments or suggestions about the way in which this recruitment campaign has been handled, we would really like to hear from you.

Referees

Please do not send references or testimonials with your form. If you are successful, we will approach previous and/or current employers for a reference. We can only make a formal offer of employment once we have received these references. If you have no employment history we may approach any school, college or university you have attended.

Health Assessment and Security Clearance

If you are successful at interview you will be asked to complete a health assessment form. If necessary we may ask you to attend a medical assessment. Assessments are carried out by our occupational health supplier in the Parliament building. The reason why we carry out a health assessment is to make sure that the job you have applied for is suitable for you. It is also to find out if we need to carry out any adjustments to help you do the job.

Security clearance is required for this post. If you are successful we will ask you to complete a security questionnaire. This form will explain our security vetting policy. We can only make a formal offer of employment once the security clearance process is complete.

Visa and Work Permits

There are no nationality restrictions on who the SPCB employs. You must however check whether there are any restrictions on your stay or your freedom to take or change employment in the United Kingdom before you apply for a post. If you are successful at interview we will make a complete enquiry into your eligibility to work in the United Kingdom.

Please note that this document is provided for information only and does not form part of the SPCB's terms and conditions of employment.

Equal Opportunities

The Scottish Parliamentary Corporate Body is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment practices. It will seek to ensure that all job applicants and staff are treated fairly, with respect and without bias. No job applicant or employee will receive less favourable treatment than others because of her or his: gender; gender identity; sexual orientation, marital or family status; racial group (includes colour, race, nationality, national or ethnic origin), religion, religious belief, or a similar philosophical belief (or lack of any of these); disability (unless such treatment is objectively justified); part-

time or fixed-term contract status (unless such treatment is objectively justified); and trade union membership status/activities.