

UNLOCKING POTENTIAL
TRANSFORMING LIVES



APPLICANT PACK

Procurement Officer (Graduate)

Thank you for your interest in the above role. Below, you will find the job description and person specification with information on how criteria from the person specification will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

Job Description

Job Purpose

The main day-to-day focus of the role shall be to develop and/or manage a diverse range of Goods, Services and Works contracts in line with the Scottish Model of Procurement. The role will require active contribution towards the effective and efficient operation of the Procurement team through a range of direct and indirect procurement activities. You will be given your own work portfolio to manage in addition to providing support to other members of the team.

During the Programme, you shall provide a procurement service to a range of internal stakeholder groups, including; Estates & Technical Services; Operations Directorate; Digital Services; Human Resources; and Legal Services.

Tasks will include, for example:

- preparing tendering paperwork;
- utilising the electronic tendering system and associated electronic contract management module (PCS-T and eCM) and the Scottish Government portal for advertising contract opportunities (PCS);
- developing tender evaluation matrices and associated recommendation reports;
- undertaking contract reviews and making recommendations on whether to extend an existing contract or not;
- monitoring and measuring supplier performance; and
- exploring and obtaining added value.

The Programme shall involve a large element of 'on the job' training and reflective learning, with a mix of formal and informal training and development.

This will be a hybrid working role with a mix of remote and on-site working and it will, at times, require attendance at SPS headquarters or other sites as required.

Please note that SPS will be hosting a virtual drop-in session on Tuesday 8th October at

2pm. The session will last for circa 2 hours during which time interested candidates can drop in and have a chat with some of our previous Graduate Procurement Officers and member of our Management Team. If you are interested in attending please contact Chris Johnston via email: Chris.Johnston@prisons.gov.scot

Key Responsibilities

1	Provide support and assistance to all areas of Procurement Policy and Services Department (PPSD), primarily Contract Development (purchasing Goods, Services and Works) and/or Contract Management (pro-active management of Goods, and Services contracts). You will be expected to deliver and/or manage your own projects or contract portfolios; always with the full support of your line manager and PPSD colleagues.
2	Arrange, co-ordinate and support a wide range of procurement activities including, for example: working groups/ meetings / bidders forums/debriefs / review meetings / negotiations, and draft well-constructed professional project and supporting documentation including, for example: project timetables, meeting minutes, maintain action/issues log(s), templates, tender documentation, recommendations, extension reviews, pricing reviews.
3	Research, analyse, present and provide information to support procurement activities in terms of contract award and/or contract management (e.g. data and sensitivity analysis, evaluation matrices, market and benchmarking information, demand management, spend information).
4	Support and undertake the publication, updates and communication of procurement documentation on the PCS, PCS-T and eCM websites and ensure kept up to date where contract extensions are taken.
5	Undertake to meet the required milestones and complete the requisite learning and development (including maintenance of a reflective learning log) as set out in the Graduate Procurement Programme.
6	Filing, record keeping and any other general administrative duties appropriate to this post, or required by activities undertaken.

Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential	or	Stage of Selection Process Assessed
Qualifications			
Qualified in a degree (or due to be qualified within the next 2 months) minimum 2:1.	<input type="text"/>		<input type="text"/>

Knowledge, Skills & Experience		
Experience of undertaking administration tasks and producing work in an office environment or a remote, virtual setting and the ability to manage time effectively. Competent in the use of Microsoft Office packages including Word, Excel and Outlook.	<input type="text"/>	Application Interview
Experience of producing work under strict timescales and deadlines.	<input type="text"/>	Application Interview
Experience of producing documentation to a high standard which accurately reflects the process undertaken (including key issues, showing initiative creativity, resilience and commercial awareness) in order to successfully achieve positive outcomes.	<input type="text"/>	Application Written Exercise Interview
Ability to build and maintain effective relationships with a range of parties (internal and external) and within a team to provide advice and guidance and the ability to positively influence others to achieve desired results.	<input type="text"/>	Application Interview
Behaviours		
<input type="text"/>	<input type="text"/>	Interview
<input type="text"/>	<input type="text"/>	Interview
<input type="text"/>	<input type="text"/>	Interview

For further information regarding the expectations in regard to behaviours, candidates should reference the [Competencies for Success Framework](#).

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	noon
Initial Review of Applications	<p>Your application form will be reviewed to determine whether you will be progressed to the next stage of the selection process.</p> <p>We will update you of the outcome via the Online Recruitment system by 16 October. If successful, you will progress to the next stage which consists of Written Exercise & Interview.</p>		
Assessment	<p>If successful at the initial review you will be invited to the final stages of the selection process, which will consist of:</p> <ul style="list-style-type: none"> o Written Exercise o Interview <p>Further information on each stage can be found below:</p> <p>Written Exercise – Further information will be provided if progressing to this stage. Candidates will have from the 16th till the 21st October to complete.</p> <p>Interview - will take place on the 23rd & 24th October 2024. Further information on the Interview will be sent by the way of formal invite to interview.</p>		

*please note interview dates are subject to change.

Reasonable Adjustments

We know some people have conditions which require additional support for them to perform at their best. We call this support “making reasonable adjustments”. If you have a disability (visible or non-visible) and require reasonable adjustments to be made to support your participation in the selection process, please contact Angela Fletcher at HQHRTeam@prisons.gov.scot in the first instance to discuss.

Some examples of reasonable adjustments we have made in the past are:

- Allocating additional time for the interview
- Assessors asking interview questions in a different way
- Scheduling the interview at a suitable time
- Asking multi-stage questions in steps
- Providing written documents in different font, colour or text size
- Providing some extra information about what to expect through the selection process
- Printing resources on a different colour of paper

