

South Derbyshire District Council

Recruitment Pack – Procurement Support Officer

Job Description

DIRECTORATE: Resources & Transformation

SERVICE: Customer Services

POST TITLE: Procurement Support Officer

GRADE: 4

REPORTS TO: Procurement Lead

RESPONSIBLE FOR: Providing day-to-day support to the Procurement Lead in the delivery of compliant and effective procurement and contract management activity.

JOB SUMMARY

MAIN DUTIES AND RESPONSIBILITIES:

General

- To ensure adherence to the Council's Health & Safety Policy.
- To support, promote and comply with the Council's Equality Policy when undertaking the duties of the post.
- To comply with the Council's Employee Code of Conduct

Specific Duties

- Provide support to the Procurement Lead in the delivery of procurement activities in accordance with the relevant legislation, regulations and policies.
- Assist in the preparation and management of procurement documentation including specifications, tender invitations, and evaluation criteria.
- Support the publication and administration of tenders and quotations through the Council's e-Tendering procurement platform.
- Undertake research and analysis to inform procurement strategies, including supplier market intelligence and spend data reviews.
- Maintain accurate procurement records, contract registers, and audit documentation in line with Council and legal requirements.
- Liaise with internal service areas and external suppliers to support procurement enquiries and resolve basic issues.
- Assist in monitoring supplier performance and compliance with contract terms, including gathering relevant data and reporting concerns.
- Support initiatives to improve supplier diversity, local SME engagement, sustainability, and social value aligned with Council priorities.
- Attend meetings, training sessions, and networking events as required to develop procurement knowledge and skills.