



Procurement Officer

Closing Date: Monday 30 May 2022, midday

Expected Interview Date: early to mid-June 2022

Recruitment Reference:

HES/22/108a

Starting Salary:

£26,341 per annum

Salary Range:

£26,341 -
£32,669 per annum

Pay Band:

Band C

Directorate:

Finance &
Corporate
Services

Location:

Longmore House,
Edinburgh

Line Manager:

Procurement
Manager

Contract Type:

Permanent

Working Hours:

Full time (37
hours per week)

Thank you for your interest in the Procurement Officer post with Historic Environment Scotland based at Longmore House. This is a permanent and pensionable appointment.

The key purpose of this role is to provide a full procurement service to enable Historic Environment Scotland to meet its requirements for buying goods, services and works whilst minimising the environmental impact of our contracted spend.

About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education, and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy which is an overarching strategy to ensure we support and develop staff within the organisation.

Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared, and enjoyed with pride by everyone.

Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected, and managed for the generations to come.
- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland.
- The historic environment is cared for and championed by a high performing organisation



Overview of the post and information about the team

Historic Environment Scotland's (HES) Procurement Unit is based in Longmore House and requires a Procurement Officer to lead and to assist with taking forward low value Invitation to Tender (ITT) and Invitation to Quote (ITQ) projects. The projects will cover the supply of goods, provision of services and works. A basic background in Public Sector Procurement is desirable for this role.

The role of the Procurement Unit in helping to achieve HES main aims is:

- Embedding sustainability in all HES does.
- Improving suppliers' access to HES contracts.
- Maximising procurement efficiency, compliance, and collaboration.
- Delivering savings and benefits.

The Procurement Unit also sets the policy and procedure framework based on Scottish Government guidelines, encourages best practice, monitors local procurement and contract management, and provides advice in this area where necessary.

The Procurement team is made up of a Head of Procurement, two Procurement Business Partners, one Procurement Officer, and a Procurement Assistant. The Procurement Officer will report to a Procurement Business Partner and have freedom of action in operational matters within defined standards and precedents.

Key responsibilities, duties, and objectives

- Providing procurement advice and action on goods, services and works procurement.
- Preparing and issuing tender invitations; receiving and reporting on tenders; issuing acceptance/decline letters ensuring procedural, financial, and legal requirements are met.
- Training users on purchasing through the Fusion system
- Authorisation of HES purchase orders through Fusion
- Contract and Supplier Management.
- Collaboration with other public and third sector organisations.
- Assisting with outreach work to encourage SMEs to bid for HES contracts.
- Assist with the administration of the Electronic Purchasing Card Programme and train users on how to use the system.

Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)



Management Competencies:

- Achieving results - Focusing on the delivery of objectives
- Leading your team - Leading and developing people

Knowledge, skills, and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Essential requirements:

- Basic knowledge and experience of low value non-EU level procurement processes within the Public Sector
- Ability to make informed & commercially sound decisions at all stages of the procurement process, with full justification given.
- Good working knowledge of MS Office.
- Basic project and contract management skills to ensure project timetables reflect resources required from all stakeholders.
- Strong interpersonal & communication skills, both verbal and written.

Desirable requirements:

- Knowledge of using the Public Contracts Scotland portal.

Professional Qualifications & Professional Memberships:

- Willingness to work towards MCIPS qualification is desirable



What we offer

We welcome applications from all nationalities, ensuring that they have the right to work in the UK and applying for a job with us could open the door to a unique work environment. It could also give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 5 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition, we offer a great benefits package to our employees which includes:

- flexible working hours
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy.

Staff discounts

You will receive:

- free entry to all our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

Season tickets

You can get an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Open to all permanent and fixed-term staff.



How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email recruit@hes.scot, quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Iain Johnston, Head of Procurement via email at iain.johnston@hes.scot.

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan, we welcome applications from Gaelic speakers.

Human Resources
Historic Environment Scotland