

Job Title	ICT Procurement Officer
Grade	6

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Staffordshire ICT defines and delivers an ICT strategy that is directed by the ambitions of the County Councils Strategic Plan and in year Business Plans.

The ICT strategy defines how Staffordshire County Council will exploit to best effect its use of Information and Communication technology with

particular emphasis on how “Digital Transformation” can enable the Council to deliver services in a fundamentally different way that radically transforms Citizen Interactions and the delivery of services in a digital era.

Such transformational change embracing cloud computing, mobile working and Information sharing requires strong leadership to understand and remodel cross organisational service delivery focussing on the whole system and designing this from a citizen perspective. Inevitably such change calls for complex change management and negotiation skills to ensure successful and integrated delivery across public sector partners and private sector supplier organisations.

Whilst the role of ICT in digital transformation is critical to long term organisational success and sustainability, the ICT function must also ensure that its delivery of the core ICT service is efficient, secure and reliable as the impact of technological or cyber security related failure is catastrophic to the productivity of the organisation. Robust management of ICT services and in particular the effectiveness of Cyber Security defences is paramount to the effective delivery of the council’s legislative responsibilities.

ICT Governance, Change and Assurance

The ICT Governance, Change and Assurance function is the functional area of Staffordshire ICT that manages amongst other things the Governance and Assurance of technology related change. This embraces the development of Business Cases that define the mandate for change, the Business Analysis of “as is” and “to be” processes to determine the implications of change and identify “what needs to be done” both at a technology and a Business Process level to fully exploit technological improvements by improving efficiency, driving down costs, improving customer service or whatever else the mandate seeks to achieve.

The Programme and Portfolio Management function is responsible for the delivery of agreed Programmes and Projects and ultimately the successful delivery of ICT related changes to realise Business or ICT related benefits within agreed budgets and timescales. The unit is also responsible for monitoring and assuring ICT contracts and ICT assets ensuring that contracts are legally compliant, high performing and that contract end

date notifications allow Business Engagement and Technical managers adequate opportunity to review and potentially change existing ICT provision which can take a number of years when aligned to Business transformation or significant technological change.

The unit also Independently assures Operational ICT change to avoid potential adverse impacts of ICT related change and also provides management reporting around internal Service Level performance as well as external supplier performance.

Reporting Relationships

Responsible to: Procurement and Asset Management lead

Responsible for:

Key Accountabilities:

- Responsible for the procurement of ICT equipment in line with agreed corporate policies, financial regulations and in alignment to Corporate and ICT standards.
- Assist in the co-ordination and deployment of ICT equipment to users in relation to new starters or as part of technology refresh programmes, this may be through the management of a managed service supply arrangement or internal delivery through technicians.
- Maintain corporate asset registers in relation to ICT equipment ensuring that all ICT assets are accounted for during their lifecycles in accordance with agreed procedures.
- Responsible for ensuring the security of ICT assets in central stocks, the allocation of equipment to technicians or directly to end users through the designated supplier and management of the secure disposal of returned equipment minimising the risk of data loss and in accordance with WEEE standards.

- Responsible for undertaking stock takes and asset reconciliations in line with agreed procedures.
- Track the status of assets during their lifecycle to highlight issues such as missing assets, escalating such issues for further investigation to avoid loss\fraud.
- Provide administrative support to maintain the ICT Contract register ensuring that new contracts are added and contract expiration dates are notified to responsible managers to allow time to review and\or introduce successor services.
- Report on and analyse all hardware and software used on the councils estate highlighting exceptions to agreed standards e.g. unsupported software revisions and software licensing levels to ensure licensing compliance.
- Assist in the process of processing orders and managing invoices, resolving any variations to order values or contract register values to ensure that expenditure is in line with authorisations and budget expectations.
- Liaise with Suppliers regarding quotes, orders, deliveries, defective equipment, evaluation equipment, queries etc
- Assist in the provision of specialist knowledge and advice to ICT Account Managers and Business Users in relation to ICT Procurement requirements.

Other Information

This post is designated as a casual car user.

This post has no political restriction.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application
I = Assessed at Interview
T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> • Minimum of 5 GCSE's or equivalent including Maths and English • Entry level ICT Qualification e.g. European Computer Driving License • ITIL Foundation 	A/I A/I A/I
	Knowledge and Experience <ul style="list-style-type: none"> • Demonstrable experience of working in an ICT Procurement environment or related role working closely with suppliers to ensure supplies and services are delivered as required and to agreed standards • Demonstrable experience of working in a modern ICT environment with operational knowledge of ICT Hardware, Software and services with an ability to advise and guide customers around suitable technological solutions. • Experience of operating within and contributing to the development of improved processes and procedures around Finance, Procurement and Asset Management. • Knowledgeable around Corporate Standards for ICT hardware and software • Knowledgeable around Software licensing compliance and support standards • Demonstrable experience of Asset Management • Experience of PCs and PC software e.g. Microsoft Office and specialist ICT tools supporting Asset Management and Procurement and Finance processes 	A/I/T A/I/T A/I A/I A/I A/I
	Skills <ul style="list-style-type: none"> • Ability to work under pressure • Ability to organise workload and be methodical with close attention to detail 	A/I A/I/T

	<ul style="list-style-type: none"> • Ability to work to a high level of accuracy within deadlines, with minimal supervision • Well-developed written\oral communication and inter-personal skills • Flexible and able to work on a variety of demands • Self-motivated and able to work on own initiative • Availability and willingness to work flexible / additional hours when required to meet deadlines and service demands • Effective customer care skills 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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*If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300