

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	6BF	Role Title	Sourcing Solutions Officer
Grade	PS6	Reports to (role title)	Sourcing Solutions Manager
JE Band	6BF	Directorate / School	Resources
Date Role Profile was created	18.05.26	Service / Department	Procurement Service
<u>Agile</u>	Information	<u>DBS Requirement</u>	Not Required

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>The post is part of the Sourcing Solutions Team who are central in supporting the Procurement Service, Contract Management Advisory Service, senior managers, and partner organisations.</p> <p>The role holder will:</p> <p>Provide comprehensive procurement activity for the Procurement Service, assisting with the effective delivery of sourcing, tendering and contract activity across Surrey County Council.</p> <p>The role delivers the Councils lower threshold low/mid risk procurement activity. The role will advise internal customers and external partners on the ethics associated with procurement and supply for below threshold procurement activity. The role must co-ordinate and manage all administration of procurement processes and systems in relation to their projects, including sourcing exercises, maintaining procurement records for their projects, supporting customer and supplier enquiries and operation and monitoring of the e-tendering system. The role must take ownership of and complete end-to-end procurement activity for their projects.</p> <p>The postholder will work closely with procurement colleagues, customers and external teams to help ensure that our procurement and commercial arrangements are delivered efficiently, compliantly and in accordance with organisational procedures, procurement legislation and internal governance requirements. To work with integrity and to achieve wider value for money for all procurement projects.</p> <p>The role will prepare procurement documentation for their projects, reporting activities, supplier communications and purchase-to-pay related processes, contributing to the smooth and consistent operation of their projects and from time to time provide cover for wider Procurement Service.</p>
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<b>Work Context</b>	<p>This role sits within the Procurement Service in Surrey County Council.</p> <p>The Procurement Service provides professional procurement, commercial and contract management support across a broad range of service areas and customers. The postholder will work collaboratively with colleagues across the Councils as well as with partners where appropriate, carrying out both day-to-day procurement activity for their projects and wider collaborative procurement initiatives.</p> <p>The role requires the ability to work in a fast-paced and customer-focused environment, supporting a range of stakeholders and responding flexibly to changing service priorities. Staff are expected to operate in an agile and collaborative way to meet the needs of the service. The post holder will exercise and maintain excellent customer skills as this role will regularly have contact with internal customers and external suppliers and/or clients.</p>
<b>Line management responsibility</b> if applicable	None
<b>Budget responsibility</b> if applicable	None
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Maintain their project procurement records, spreadsheets, contract information and systems to support accurate reporting, compliance and audit requirements.</li> <li>• Prepare standard procurement documentation, correspondence and reports in line with agreed procedures and timescales for their projects.</li> <li>• Support the collection, collation and analysis of procurement and contract data to assist with service monitoring and reporting requirements.</li> <li>• Ensure records and documentation are stored and maintained accurately in accordance with information governance requirements for their projects.</li> </ul> <p>Customer Service and Support</p> <ul style="list-style-type: none"> <li>• Respond to routine procurement enquiries from customers, suppliers and colleagues, escalating more complex issues where appropriate.</li> <li>• Provide procurement advice for sourcing and contract processes to agreed standards and timescales mainly for below threshold procurement activity.</li> <li>• Support users with procurement systems and e-tendering processes, providing guidance on routine procedures where required from time to time</li> <li>• Manage routine tasks independently whilst referring more complex or non-standard matters to senior colleagues.</li> <li>• You will be knowledgeable in regards to procurement and supply matters such as quality, delivery, price/cost and supplier search activity</li> </ul> <p>Work with Others</p> <ul style="list-style-type: none"> <li>• Build and maintain effective working relationships with colleagues, customers, suppliers and partner organisations.</li> <li>• Liaise with internal teams and external stakeholders to support procurement and administrative activity.</li> <li>• Work collaboratively across the Procurement Service to support consistent ways of working and service improvements.</li> </ul>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Minimum of 3 GCSE English and Maths at Grade C or above, or equivalent experience.</li> <li>• Experience of providing administrative or business support within an office, procurement activity and customer service environment.</li> <li>• A methodical and organised approach to work, with good attention to detail.</li> <li>• Good IT skills including Microsoft Office applications such as Outlook, Word and Excel, with the ability to learn new systems quickly.</li> <li>• Ability to maintain accurate records and manage information effectively and confidentially.</li> <li>• Basic knowledge and administration of public sector procurement</li> </ul>

<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<ul style="list-style-type: none"> <li>• Evidence of good written and verbal communication skills with the ability to build positive working relationships.</li> <li>• Experience of working collaboratively within a team environment.</li> <li>• An understanding of procurement, finance or contract administration processes.</li> <li>• Experience of using procurement, finance or e-tendering systems would be advantageous.</li> </ul>
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<b>Role Summary</b>	<p>Roles at this level provide business, procurement and administrative support within a service area, working within established processes, procedures and guidance. Postholders are expected to organise and prioritise their own workload, providing accurate and timely project delivery to customers through effective administration, customer service and maintenance of systems and records.</p> <p>The role requires strong organisational skills, attention to detail and the ability to communicate effectively with a wide range of stakeholders. Guidance and support are readily available for more complex issues, although postholders are expected to work independently on routine tasks and activities.</p> <p>The postholder will contribute to the efficient operation of the Procurement Service by supporting procurement processes, maintaining records and ensuring activities are completed in line with organisational standards and procedures.</p>
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<b>Reference Number</b>	BM-2026-201
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