



Procurement Consultant Role Description

We are currently seeking Procurement Consultants to join our public sector team!

They are a small, close-knit team who work together to manage the tenders for a number of Council's - this is a great opportunity if you have been working in a public sector setting and you are now looking for the next step in your career.

Key Responsibilities:

- Provide end-to-end procurement advice and manage tenders for V4 clients across FM, IT, Professional Services, Corporate, ASC, Public Health, Housing and Estate Management.
- Provide advice and guidance to clients on route to markets and procedure.
- Request and use data to help inform the specification and the market.
- Be aware of risks and issues (R&I), preparing a R&I log with mitigation approaches.
- Represent clients at procurement events such as early market engagement bringing together early market analysis into a procurement approach and/or strategy.
- Prepare Tender documentation and support specification development and drafting
- Evaluation and scoring rationale. Support with the evaluation strategy and running workshops with evaluators on assessment of bid submissions and scoring criteria. Run moderation sessions for final scores.
- Run the tender, managing client expectations in a timely manner.
- Manage bidder clarification questions.
- Negotiation support for bids that go through the Competitive Flexible Procedure
- Prepare Tender Report for client to sign off.
- Review existing contracts, identifying risks and areas for cost savings and efficiencies.
- Develop selection and evaluation schemes for competitive procurement exercises.
- Ensure transparency by preparing and publishing PA23 notices.
- Project and stakeholder management. Lead meetings on progress updates with clients.
- On successful outcome of projects, draft and develop case studies.

There is a requirement to use client e-tendering systems, ensuring staff are supported, leading the tendering process to a successful outcome of contract award.

What You Bring:

- Expertise in procurement processes and regulations - familiar with PA23/PCR/Frameworks.
- Strong analytical and communication skills.
- Ability to work independently and with client teams to deliver outcomes.
- A collaborative spirit and a proactive approach to problem-solving.
- Project Management.
- Excellent stakeholder management and customer service.

Public Sector experience is advantageous, though not essential

Experience and Qualifications:

- Strong Analytical Skills
- Experience in Consulting is desirable but not essential
- Proficiency in Supplier Management and Procurement
- Excellent communication and negotiation skills
- Ability to work both independently and collaboratively in a remote and occasional hybrid environment. Some site visits maybe required depending on client requirements.
- MCIPS or studying towards is desirable
- Project Management skills
- Use of e-sender systems e.g. Proactis/Pro-contract, Jaggaer, Atamis

Salary

Will be commensurate with your experience and qualifications.

Next Steps

Please send a copy of your CV and a covering introduction letter to lesley.kippax@v4services.com or reach out on LinkedIn.

You will be contacted for a Teams Interview if successful.