

Job title: Quality and Compliance Officer	Team: Procurement Operations
Reports to: Head of Quality and Compliance	Location: Home Based
<p>Job purpose: The Quality and Compliance Officer is responsible for supporting the Head of Quality and Compliance in ensuring the effective co-ordination of projects that meet the prescribed quality and compliance standard. The role involves ensuring that our operations and business transactions follow all relevant procurement best practice principles, all relevant framework requirements and internal policies and procedures.</p>	
<p>Key accountabilities:</p> <ul style="list-style-type: none"> • Manage and maintain the specification library. • Manage and maintain the Quality and Compliance knowledge base. • Daily management of new projects that will ensure projects are progressed within the specified timeframes. • Investigation of irregularities and non-compliance issues. • Conduct contract and contract variation peer reviews, ensuring completed documents meet the prescribed quality standard. • Daily management of the compliance mailbox. • Supporting the preparation and development of procedures where appropriate. • Co-ordinate and participate in Quality and Compliance training and presentations. • Support the Head of Quality and Compliance to proactively audit processes, practices and documents to identify weaknesses and present recommendations. • Report on quality and compliance outputs and present findings and areas of concern. 	<p>Skills, know-how and experience:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Excellent communication skills. • High level of computer literacy – proficient in the use of Microsoft packages. • Integrity and professional ethics. • Business acumen. • Teamwork skills. • Attention to detail. • Well-rounded experience in a Procurement Officer role. • Demonstrated experience in the management of procurement processes and best practice. • Superior attention to detail. • Excellent organisational skills with the ability to prioritise. • Able to take initiative and be proactive. • Ability to challenge the norm. • Excellent attention to detail and a high level of accuracy. • Ability to adapt within a changing environment, re-prioritise workloads and work effectively with multiple competing priorities. • Ability to assign actions and track them to completion. <p>Desirable:</p>

Job Description

- Ensure high quality MI reports are made available as and when required.

- Experience and/or working knowledge in Risk Management.

Technical / professional qualifications:

- Member of the Chartered Institute of Procurement and Supply (MCIPS) or studying towards.

Key performance indicators: (max. 5)

- To be agreed

Direct reports:

-