

## Skills and quality; Relationships and engagement; Stakeholder management; Sourcing SORC

### **Description**

The provision of policy, internal standards and advice on the procurement or commissioning of externally supplied and internally developed products and services. The provision of commercial governance, conformance to legislation and assurance of information security. The implementation of compliant procurement processes, taking full account of the issues and imperatives of both the commissioning and supplier sides. The identification and management of suppliers to ensure successful delivery of products and services required by the business.

### **Level 7**

Takes overall responsibility for conformance to legislation; supply chain management; commercial governance; policy and procedures for selection of suppliers, tendering and procurement (including "build or buy" criteria, and benchmarking performance). Determines overall strategies for managing supplier relationships, embracing effective operational relationships at all levels. Is responsible for deployment and review of acquisition processes and for negotiating major contracts.

### **Level 6**

Influences policy and procedures covering the selection of suppliers, tendering, procurement and benchmarking. Establishes procurement strategies, standards, methods, processes and good practices that ensure compliance with legislation, regulation and third-party information security. Identifies external partners, engaging with professionals in other related disciplines as appropriate. Ensures that terms and conditions are aligned with current legislation and policy. Leads the procurement process, from clarifying requirements through to placing, monitoring and terminating contracts.

### **Level 5**

Researches suppliers and markets, and maintains a broad understanding of the commercial environment, to inform and develop commercial strategies and sourcing plans. Advises on the business case for alternative sourcing models, and on policy and procedures covering the selection of suppliers, tendering, and procurement. Leads procurement teams, managing tender, evaluation and acquisition processes. Negotiates with potential partners and suppliers, developing acceptance criteria and procedures. Drafts and places contracts.

### **Level 4**

Reviews business cases (requirements, potential benefits and options) and determines appropriate procurement routes, for example, open market or collaborative framework. Using market knowledge to inform specifications, ensures detailed pre-qualification questionnaires and tender invitations are prepared. Collects and collates data to support collaboration and negotiates terms and conditions to reflect the scale of requirements and encourage good performance. Evaluates tenders based on specification and evaluation criteria, prepares acceptance documentation and advises on contracts and service level agreements.

**Level 3**

Prepares pre-qualification questionnaires and tender invitations in response to business cases. Recognises the difference between open source and proprietary systems options. Produces detailed evaluation criteria for more complex tenders and assists in evaluation of tenders.

**Level 2**

Assists in preparation of pre-qualification questionnaires and tender invitations in response to business cases. Assembles relevant information for tenders. Produces detailed evaluation criteria for simple tender criteria. Assists in evaluation of tenders.