

JOB DESCRIPTION

Job Title: Procurement Excellence Assessor

Job Holder:

Responsible to: Head of Procurement Excellence

Date: November 2022

Responsible for: Supporting and assessing organisations undertaking CIPS Procurement Excellence

Job Purpose:

- To support an organisation who is undertaking the CIPS Procurement Excellence Programmes or Procurement & Supply Services
- To assess the organisation against the CIPS Procurement Excellence Standard or Advanced Award

Main Responsibilities:

- To provide a detailed overview of the CIPS Procurement Excellence Standard to enable the organisation to fully prepare themselves for the workshop and project planning.
- To undertake an assessment against the CIPS PEP Standard identifying areas where the Standard has not been sufficiently met.
- To prepare a gap analysis report for the client via the PEP Portal
- To Provide guidance where necessary to support the organisation in closing out outstanding gaps
- To Provide the Verifier with a complete overview of the organisations position against the Standard including supporting the organisation in creating their evidence files that will be uploaded to the PEP Portal
- To attend training events, as and when required, to ensure that they maintain their knowledge of the product

Person Specification

- At least a Member of the Chartered Institute of Procurement & Supply
- 10 plus years' experience of procurement activity at both a strategic and operational level
- A strong knowledge of both private and public sector procurement and key organisation drivers
- Good project management skills
- Knowledge of the European Union Procurement Directives (desirable)
- Flexibility to travel worldwide
- Ability to work under pressure
- Good communicator – verbally and in writing
- Excellent keyboard skills and IT literacy – Word, Excel & PowerPoint essential
- Good inter-personal skills
- Must be a team player

Remuneration Package

Fees are as follows:

- Standard £500.00 per day plus expenses;
- Advanced Standard £760 per day plus expenses
- Procurement & Supply Services £900 per day plus expenses
- Half day's fee for travel days

Expenses will be re-charged at cost (i.e. with zero mark-up), as outlined below:

- Air fares at cost – short haul flights will be at the lowest total cost option, longer haul flights (over 8 hours duration per flight) will be requested from the Clients as standard. CIPS withholds the right to request that Assessors use economy flights on longer haul if CIPS is unable to reclaim a Business Class fare from the Client.

- Train fares (standard class)
- Taxi's at cost
- Mileage at £0.45 per mile
- Hotels and accommodation as agreed with the client, but with a minimum of 3* level or above.
- Subsistence – reasonable and at cost

Totally flexible working hours to meet client needs and timescales