

Roles and Responsibilities in Procurement - Role of the Procurement Function

The primary role of the procurement function is to:

- provide professional, qualified procurement expertise, advice and services;
- provide strategic procurement advice;
- ensure that business needs are met through its procurement of goods, services and works;
- contribute to the aims and objectives of the organization, as detailed in its corporate plan;
- pro-actively manage and develop the supplier base, including small and medium-sized enterprises (SMEs) and third sector and voluntary sector organizations, identifying and managing any supply risks or value add opportunities;
- ensure that value for money is achieved, including through implementation of national contracts;
- advise, guide and support the development of and adherence to procurement policy, best practice and law;
- develop, promote and implement appropriate procurement strategies and procedures;
- establish and address training needs utilizing national, sector specific training opportunities or contracts where appropriate;
- co-ordinate training development and registering of procurement officers across the organization;
- assess procurement competencies across the organization, using tools such as the Scottish Procurement Competency Framework;
- promote and engage in collaboration and information sharing with relevant partner organizations;
- support sustainable policies through procurement processes;
- comply with and, where appropriate, promote equalities legislation and policy; and
- promote and engage in the implementation of relevant technology solutions, including e-procurement, to minimize purchase to pay costs.

The Primary responsibilities of the procurement function encompass the following activities: