

HUMBERSIDE FIRE & RESCUE SERVICE
EMPLOYEE SPECIFICATION – Procurement Officer

Post Ref: xxxxxxxx

Temporary Established Part-Time Full-Time Job Share

	Essential	Desirable	How Measured
Experience	<ul style="list-style-type: none"> • A high level of understanding and experience of the tasks and objectives involved in the procurement function. • Experience working with internal and external stakeholders in the development and management of contracts. 	<ul style="list-style-type: none"> • Experience of planning, coordinating, and implementing a procurement programme. • Experience of working in a public sector procurement environment regulated by Public Procurement Regulations. 	Application Form Interview References
Education Training Qualifications	<ul style="list-style-type: none"> • Chartered Institute of Procurement and Supply (CIPS) Student membership or a willingness to undertake CIPS studies. • Good level of general education (e.g Bachelors Degree, A-Level Maths and English). 	<ul style="list-style-type: none"> • CIPS Level 4 Advanced Certificate in Procurement and Supply. • Continuous personal and professional development. 	Application Form Interview References Certificates
Special Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of Public Contract Regulations 2015 and the application of this in a public procurement function. • Knowledge of local government transparency codes of practice. 	<ul style="list-style-type: none"> • Understanding of the Procurement Act 2023 and changes brought about by the update in legislation. • Awareness of GDPR and its implications. • Understanding of the internal and external audit regime and the importance of maintaining clear audit evidence. • Awareness of the HMIC inspection regime. • Knowledge of relevant legislation such as the Social Value Act 2012. 	Application Form Interview
Skills	<ul style="list-style-type: none"> • Strong communication skills both written and verbal. • Excellent analytical skills and problem-solving ability. • Organisational skills with the ability to allocate resources, prioritise workloads, meet deadlines and work under pressure. 	<ul style="list-style-type: none"> • Supervision or People Management skills. • Ability to negotiate. 	Application Form Interview

	<ul style="list-style-type: none">• Highly IT literate with strong skills in MS Office Packages, MRP, ERP and e-sourcing systems.• High levels of resilience.		
Working Arrangements	<ul style="list-style-type: none">• Must be able to travel within the Humberside region and be willing to work at various HFRS locations.		Interview