

HUMBERSIDE FIRE AND RESCUE SERVICE
JOB DESCRIPTION
(Support Services Posts)

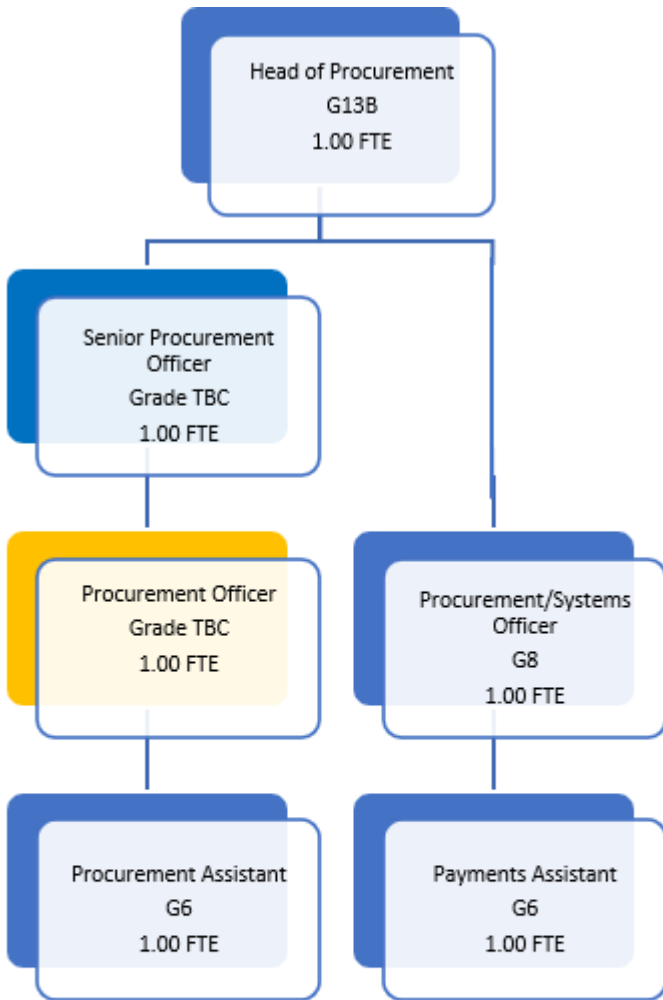
<p>SECTION/DIVISION/LOCATION Procurement</p>	<p>POST GRADE 8</p>
<p><u>OVERALL PURPOSE OF THE JOB</u></p> <p>Supporting the Corporate Procurement function, ensuring the delivery of an effective and flexible service and ensuring effective implementation of HFRS strategy ensuring a structured and compliant approach to procurement across a wide range of goods and services to maximise value for money. Focussing on satisfying statutory requirements and contract management.</p>	
<p><u>KEY ACTIVITY AREAS/MAIN DUTIES</u></p>	
<ol style="list-style-type: none"> 1. Supports the provision of professional advice and champion the benefits to all staff on procurement strategy, thinking, practices and behaviours and to ensure all recognise the importance of efficient and effective procurement. 2. Contributes to the achievement of value for money is achieved whilst complying with all statutory and regulatory requirements, promoting positive procurement. 3. Supports with the preparation of annual procurement pipeline and contract register ensuring all statutory and transparency requirements are met. 4. Assists with the overall procurement process to ensure compliance with legislation, regulations and the Authority's constitution. Challenge appropriately to requests made. 5. Provides procurement and contract advice to budget holders and other relevant staff. Provides relevant training and advice in relation to procurement issues. 6. Support the needs of the internal customers by working cross functionally, suggesting alternative solutions, including assisting with master planning and schedules. 7. Analyses and interprets the implications of new legislation and external developments in relation to procurement and recommends suitable action as required. 8. Contributes to the implementation of organisational procurement policies to ensure effective procedures for securing value for money and maintaining a robust, transparent, and legal procurement process. 9. Support and undertake value analysis and engineering. 10. Develops and maintains a risk approach to contract management, with a particular focus on those contracts that are business critical. 11. Coordinate the determination of budgets and costs for the sourcing requirements, maintain a sourcing plan, support appropriate bid documentation, ITT, RFQ. 12. Support the sourcing of appropriate suppliers, assess competence and invite offers, evaluate supplier offers and seek technical evaluation from internal stakeholders. 13. Support the process of supplier risk analysis, credit and insurance policy checks, agree service levels and standard terms and conditions of contract. 14. Maintains the Procurement savings register, including recording cost avoidance and efficiency savings generated from the Procurement Function. 15. To support negotiations with preferred parties with significant contracts. Also to support on performance and contract management, where contracts are significant and to undertake any other duties in order to meet personal, team and organisational objectives. 16. Support and coordinate the issue of the services procurement cards ensuring that they are supplied in accordance with officer requirements, in relation to spending limits and categories of goods and dealing with any issues raise by the user or card supplier. Challenge and escalate the misuse of procurement within the service through appropriate channels. 	

KEY ACTIVITY AREAS/MAIN DUTIES (continued)

NOTES:

1. The postholder may be required to perform other duties that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
2. The postholder is required to comply with relevant legislation and policies and procedures of Humberside Fire Authority in the performance of his/her duties. Examples include acting in compliance with the provisions of equal opportunities, data protection and health and safety legislation, policies and procedures so far as they relate to the post and the postholder.

POSITION IN ORGANISATION



- Procurement Policy development and regulation
- Contract Management
- Cashable/non cashable savings
- Transparency

- Finance System development
 - Purchase to pay
 - Procurement card use and development
 - Finance system integrity
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JOB REQUIREMENTS:

Knowledge and Skills

- An understanding of the tasks and objectives of the procurement function.
- Experience of working in a procurement environment, including contract experience and knowledge of procurement legislation and practice. Strong technical and analytical skills in field.
- Knowledge of Environment and Health and Safety requirements, standards and regulations.
- Minimum qualification: studying towards MCIPS qualification.
- Membership of the Chartered Institute of Procurement and Supply
- Contributes towards strategic policy development and implementation.
- Experience in contract management and the procurement process.
- Highly IT literate in areas including MS Office Packages, MRP, ERP and E-sourcing systems. Strong project management skills with the ability to plan, coordinate and implement a procurement programme.
- Organisational skills with the ability to allocate resources, prioritise workloads, meet deadlines and work under pressure.
- Communication skills both written and verbal of a level appropriate to enable the effective performance of the main tasks, preparing and delivering presentations to managers.
- Experience of effective relationship management with external or internal clients.
- Excellent analytical skills and problem-solving ability demonstrating attention to detail and accuracy in all tasks.
- Experience in budgetary control and interpretation of detailed legislation, policies, procedures and guidance.
- Ability to investigate and evaluate complex financial, environmental, ethical and legal information and related aspects of supply chain operations as part of contractual due diligence procedures.
- The postholder will act as a procurement advisor for a range of work streams and projects across the service and will need a broad range of skills, experience and an understanding of HFRS practices, processes and corporate objectives. Including but not limited to operational response, IT, financial management and the application of procurement procedures to comply with legislation.
- Management and Development of the Procurement Assistants.
- Achievement of the core management skills required for the role (see core skills framework).

Creativity and Innovation

- The postholder will be required to support the analysis of current user requirements and provide robust challenge to user derived specifications, making recommendations for appropriate and compliant routes to market.
- The postholder will be required to provide innovative solutions to practical problems. They will need to analyse, assess, and evaluate data systems requirements.
- Provision of a wide range of professional procurement and contract advice and support to multi-disciplinary project teams, and staff across the Service.
- Support opportunities to enhance value and deliver efficiency through collaborative procurement across blue light and other sectors.
- Support new ways of working and utilisation of information technology in order to improve efficiency and effectiveness across the function.
- Support the development and implementation of contractual documentation including terms and conditions of supply which facilitate added value and also protect the Authority's interest.
- Contributes to the Authority's procurement information systems to provide relevant, accurate and timely information to aid strategic, tactical and operational decision-making processes.
- Provide advice to managers throughout the Service on routes to market including single tender exercises, regional collaborations, or national frameworks.
- Provides Contract Management advice including regular monthly, quarterly or annual contract review meetings with contract owners and external suppliers.

Decision Making

- Support the assessment of specification suitability and provide advice to those requesting the equipment, goods or services to ensure purchases are fit for purpose, are of acceptable quality and deliver outcomes as required.
- Implementation of appropriate procurement practices, procedures, and treatment of contracts in order to meet the Authority's needs and the CIPFA transparency code.
- Supports the protection of the authority from financial losses which could be suffered as a result of legal challenge and application of the Procurement regulations remedies directive.
- Supports the mitigation of adverse publicity and reputational damage for the Authority which could occur as a result of inadequate control of the procurement cycle and unethical practices entering the supply chain. E.g. slave/child labour or environmental damage.
- Contributes to decisions regarding the impact of new, or changes to, existing legislation, statutory regulations, or Service policy. Improves outcomes for HFRS and its communities by promoting positive corporate social responsibility within contracts.
- Ability to prioritise own workload and work without supervision.
- Manages the workload of the Procurement Assistant, setting priorities and allocating resources according to priority.
- Encourages and promotes leadership principles and behaviours of HFRS. Takes responsibility for personal performance and the development of skills and knowledge to maintain competence.
- Understanding when to escalate an issue; monitoring the Authority's contract register and expenditure to identify expenditure that breaches constitution or legal thresholds.
- Recommending appropriate procurement procedures to prevent fraud/loss or misuse of the Authority's assets.
- Provides appropriate contract management advice and support including (if necessary) escalation and the potential commencement of legal proceedings.

Contacts and Relationships

- Daily contact with the Procurement team, budget holders and other officers.
- Bi-weekly contact with the Senior Procurement Officer.
- Provision of specialist procurement and contract advice, support, and information to officers at all levels of the organisation
- Meets with external agencies including Local Authority representatives, Department for Levelling up, Housing and Communities and other FRS'S regarding strategic procurement matters.
- Regular contact with suppliers, manufacturers, contractors and other Fire and Rescue Services to consult, provide advice and exchange information on procurement activity.
- Regular contact with NFCC Procurement Hub and other elements of the National Fire Commercial Transformation Programme.
- Secondary contact for the services appointed legal representatives.
- Support regular contact with prospective suppliers throughout tendering process ensuring that they are provided with sufficient information to enable them to provide compliant submissions.
- Support in dealing with feedback to both successful and unsuccessful suppliers which can have significant financial impact on their future business e.g. insurance contract approx. £4m.
- Provide advice and feedback to suppliers on the process and responding to queries from unsuccessful bidders which may sometimes be contentious and difficult.

Responsibility for Resources

- Responsible for identification of any non-compliance with legislation, the constitution or contract terms and conditions.
- Responsibility for approval of official order.
- Procurement card holder.

WORK ENVIRONMENT

Work Demands

- Prioritising competing workloads to meet fixed/statutory deadlines with the need to interpret complex issues of a technical nature.
- The postholder must have the ability to prioritise the workload in order to meet statutory deadlines in line with procurement regulations and publish information on time as required by the Transparency Code.
- The postholder must be robust enough to provide adequate challenge to internal and external stakeholders as well as negotiate effectively on behalf of the Authority.
- Ensuring work is of a high standard, accurate, auditable and compliant with legislation/regulation.

Physical Demands

- Can require significant period of concentration that may be interrupted and disturbed as work needs to be completed accurately, to a high standard, be auditable and compliant with legislation.

Working Conditions

- Most of the work performed will be in an office/home environment but the postholder will be regularly expected to visit other Service premises and locations out of the Service area.

Work Context

- Minimal risk.

Signature

Designation

Date

PREPARED BY:

CONFIRMED BY:

RECEIVED BY:

Postholder

Note: The contents of this job description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements.