

HUMBERSIDE FIRE & RESCUE SERVICE

EMPLOYEE SPECIFICATION – Senior Procurement Officer

Post Ref: xxxxxxxxx

Temporary Established Part-Time Full-Time Job Share

	Essential	Desirable	How Measured
Experience	<ul style="list-style-type: none"> • A high level of understanding, knowledge and experience in procurement and contract management across a wide range of categories • Experience of working in a procurement environment regulated by Public Procurement Regulations. 	<ul style="list-style-type: none"> • Significant experience of working in a finance/procurement environment at a senior level • Experience developing and leading teams through a change process. 	Application Form Interview References
Education Training Qualifications	<ul style="list-style-type: none"> • CIPS Level 5 Diploma • Continuous personal and professional development • Good level of general education (e.g Bachelors Degree, A-Level Maths and English) 	<ul style="list-style-type: none"> • Management and leadership qualification (CMI or equivalent) • CIPS Level 6 Professional Diploma and full membership (MCIPS) • 3 years experience in Public Sector Procurement 	Application Form Interview References Certificates
Special Knowledge	<ul style="list-style-type: none"> • High level of understanding and application of public procurement regulations 2015. • Knowledge of relevant legislation such as the Social Value Act 2012. • Knowledge of local government transparency codes of practice. • Understanding of the internal and external audit regime and the importance of maintaining clear audit evidence 	<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 • Awareness of the HMIC inspection regime. 	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 • High levels of resilience 	<ul style="list-style-type: none"> • Supervision or People Management skills • Ability to negotiate • Development and implementation of organisational policy and processes. 	Application Form Interview
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