

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

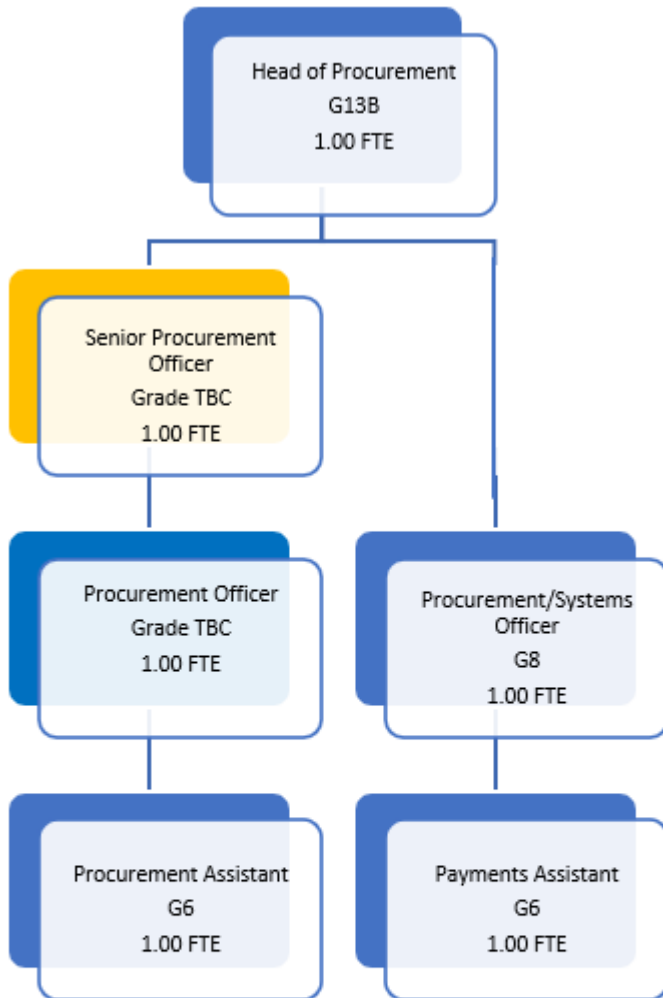
POST TITLE Senior Procurement Officer	POST NO.
SECTION/DIVISION/LOCATION Procurement	POST GRADE Grade 11
<p><u>OVERALL PURPOSE OF THE JOB</u> Taking responsibility for Corporate Procurement, ensuring the delivery of an effective and flexible service and ensuring effective implementation of HFRS strategy 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. Provides 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. Ensures achievement of value for money is achieved whilst complying with all statutory and regulatory requirements, promoting positive procurement. 3. Produces the preparation of annual procurement pipeline and contract register ensuring all statutory and transparency requirements are met. Considers learning points to be carried forward and disseminated. 4. Ensures the overall procurement process to ensure compliance with legislation, regulations and the Authority's constitution and challenge internal stakeholders needs, wants and demands. 5. Provides procurement and contract advice to Members, Senior Leadership Team, budget holders and other relevant staff. Provides relevant training and advice in relation to procurement issues. 6. Specify needs of the internal customers by working cross functionally, determine technical specifications and alternative solutions, including master planning and schedules. 7. Identify spend categories and internal stakeholders responsible for those categories. 8. Lead on analysis and interpretation of the implications of new legislation and external developments in relation to procurement and recommends suitable action as required. 9. Lead and undertake value analysis and engineering. 10. Develops, reviews and implements organisational procurement policies to ensure effective procedures for securing value for money and maintaining a robust, transparent and legal procurement process. 11. Support the determination of budgets and costs for the sourcing requirements, develop a sourcing plan, produce appropriate bid documentation, ITT, RFQ. 12. Source appropriate suppliers, assess competence and invite offers, evaluate supplier offers and seek technical evaluation from internal stakeholders. 13. Undertake supplier risk analysis, credit and insurance policy checks, agree service levels and standard terms and conditions of contract. 14. Provides insurance arrangements for the Authority including liaison with brokers, insurance representatives and solicitors regarding premiums and legal cases. 15. Provides legal arrangements for the Authority including management of the provision of legal advice to ensure the Authority achieves value for money. 16. Manages the Procurement savings register, including recording cost avoidance and efficiency savings generated from the Procurement Function. 17. Responsible for ensuring compliance with the Local Government Transparency Code 2015 in relation to procurement activities and publishing transparency data. 18. To lead negotiations with preferred parties with significant contracts. Also to lead on performance and contract management, where contracts are significant and to undertake any other duties in order to meet personal, team and organisational objectives. 19. Manage 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. 20. Deputises for the Head of Procurement as required. 	

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 needs and strategic aims and objectives of the wider organisation and how the procurement function can contribute towards those.
- Detailed knowledge of public sector procurement legislation such as the Public Contracts Regulations 2015.
- Application of specialist regulations including Modern Slavery Act 2015 and the Social Value Act 2012 in supply chains.
- In depth knowledge of Environment and Health and Safety requirements, standards and regulations in regard to inclusion in invitations to tender.
- Significant experience of working in a procurement environment at a senior level, including significant contract experience and knowledge of procurement legislation and practice. Strong technical and analytical skills in field.
- Minimum qualification: MCIPS Qualified.
- Membership of the Chartered Institute of Procurement and Supply
- Proven contribution towards strategic policy development and implementation.
- Experience in contract management, service planning and performance management and project management within a large organisation.
- Organisational skills with the ability to allocate resources, prioritise workloads, meet deadlines and work under pressure
- Experience of leading, managing and developing employees in within the Procurement Function.
- Highly IT literate in areas including MS Office Packages, MRP, ERP and E-sourcing systems. Strong project management skills with the ability to devise, plan, coordinate and implement a procurement programme.
- Communication skills both written and verbal of a level appropriate to enable the effective performance of the main tasks, together with experience of producing detailed management reports and correspondence and preparing and delivering presentations to senior managers.
- Excellent analytical skills and problem-solving ability demonstrating attention to detail and accuracy in all tasks.
- Experience in awarding contracts of significant values.
- 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.
- Strong negotiation and influencing skills required to ensure delivery of value for money. Ability to forge strong, collaborative and lasting relationships with key suppliers and partners.
- The postholder will act as a specialist 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.
- Development of all staff within the procurement function.
- Achievement of the core management skills required for the role (see core skills framework).

Creativity and Innovation

- The postholder will be required to analyse 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 both policy and practical problems. They will need to analyse, assess and evaluate data systems requirements, performance and information needs across all relevant functions.
- Initiates value for money and improvement actions where the procurement function can have an impact.
- Provision of a wide range of professional procurement advice and support to multi-disciplinary project teams, senior management and staff across the Service at all levels.

- Develop and implement policies, systems and procedures in relation to the acquisition of goods and services.
- Develop the Authority's procurement policy, systems and procedures to provide relevant, accurate and timely information to aid strategic, tactical and operational decision-making processes.
- Identifies opportunities to enhance value and deliver efficiency through collaborative procurement across blue light and other sectors
- Devise new ways of working and utilisation of information technology in order to improve efficiency and effectiveness across the function.
- Develop and implement contractual documentation including terms and conditions of supply which facilitate added value and also protect the Authority's interest.
- Provide advice to managers throughout the Service on routes to market including single tender exercises, regional collaborations, or national frameworks.

Decision Making

- 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.
- Makes decisions on systems, procedures, best practice to aid the effective monitoring of performance against benchmarks and targets.
- Protects the authority from financial losses which could be suffered as a result of legal challenge and application of the Procurement Regulations remedies directive.
- Mitigates 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.
- Decisions regarding the type of remedial action necessary to correct areas of expenditure that are not covered by a contract arrangement, including liaison with the relevant budget holder.
- Implementation of appropriate procurement practices, procedures and treatment of contracts in order to meet the Authority's needs and the CIPFA transparency code.
- Makes decisions regarding the impact of new, or changes to, existing legislation, statutory regulations or Service policy.
- Demonstrates the ability to work without supervision, using own initiative and judgement in the interpretation of issues and problems. Is capable of considering the wide dimensions and implications of situations/problems, with the ability to seek out/research information from non-obvious sources. Ability to prioritise own workload.
- Contribute to the management of the workload of the procurement function, setting priorities and allocating resources according to priority.
- Understanding when to escalate an issue; monitoring the Authority's contract register and expenditure to identify expenditure that breaches constitution or legal thresholds.
- Encourages and promotes leadership principles and behaviours of HFRS. Takes responsibility for personal performance and the development of skills and knowledge to maintain competence.
- Recommending appropriate procurement procedures to prevent fraud/loss or misuse of the Authority's assets.
- Oversee the development of the Authority's Procurement strategy and Policies. Improves outcomes for HFRS and its communities by promoting positive corporate social responsibility within contracts.
- Contract Management – monitor and report on contract/supplier information making recommendations to appropriate officers regarding deviation from specification including suggestions for remedial action including remedies for underperformance or breach of contract up to and including termination which may result in legal proceedings.
- Report Contracts that have been issued outside of the Authority's constitution to GAS Committee as required.

Contacts and Relationships

- Liaison with Authority's Senior staff including officers, heads of functions and senior leadership team members where required to facilitate a coordinated approach to strategic procurement.
- Daily contact with the Procurement team, budget holders and other officers. Close working relationship with all staff in order to ascertain user requirements and provide specialist advice and guidance on all procurement activity.
- Weekly contact with the Head of Procurement.
- Provision of specialist procurement and contract advice, support and information to officers at all levels of the organisation
- Regular contact with suppliers, manufacturers, contractors and other Fire and Rescue Services to consult, provide advice and exchange information on procurement activity.
- Regular liaison with both Internal (from a financial control perspective) and External audit (from a Value for Money perspective).
- Meets with external agencies including Local Authority representatives, HMRC, Department for Levelling up, Housing and Communities and other FRS'S regarding strategic procurement matters.
- Regular contact with NFCC Procurement Hub and other elements of the National Fire Commercial Transformation Programme.
- Primary contact for the services appointed legal representatives.
- Regular contact with prospective suppliers throughout tendering process ensuring that they are provided with sufficient information to enable them to provide compliant submissions.
- 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.
- Responsible for the allocation of resources within the Procurement Function and management of staff.
- Amendment or departure from existing policies. For example, to allow variations on route to market if required (for example – urgent procurement of operational equipment).
- Responsibility for approval of official order.
- Procurement card holder and system owner, with the ability to reduce card limits, cancel cards and manage the overall procurement card system.

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 EU 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.