



## ROLE PROFILE

|                        |   |                 |
|------------------------|---|-----------------|
| <b>Post Title:</b>     | Procurement Officer                                   |                 |
| <b>Grade:</b>          | LC6 – LC8 (progression arrangements apply)            | <b>JE: 1257</b> |
| <b>Location:</b>       | Procurement Department, Business Support Headquarters |                 |
| <b>Responsible to:</b> | Procurement and Contracts Manager                     |                 |

### Job Purpose:

To provide a high quality procurement function to the Constabulary, supporting the Procurement and Contracts Manager

### Key Responsibilities:

**This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.**

- Undertake tendering exercises in line with EU Directives and Public Contract Regulations
- Provide internal and external stakeholder support for procurement projects
- Deliver presentations and briefings to stakeholders in relation to procurement regulations and directives
- Lead, negotiate, construct and manage diverse and complex procurement contracts of significant value in line with customer requirements and prescribed timescales
- Proactively manage contracts on an on-going basis to identify savings and efficiencies and achieve value for money
- Effectively contribute in procurement meetings at local, regional and national levels and lead on initiatives as appropriate
- Advise budget holders and senior managers within the Constabulary of tendering procedures, incorporating standing orders, financial regulations and relevant legislation to ensure compliance

- Provide assistance and support to the Procurement and Contracts Manager in supporting significant and high value projects including dealing with technical and legal queries from internal and external stakeholders
- Undertake market testing initiatives, supplier appraisal and vendor rating to identify appropriate procurement options for goods, services and works for any projects in excess of £100k
- Undertake regular reporting and challenge spend outside of expected trends within appropriate business areas
- Produce accurate and timely reports to the Procurement and Contracts Manager in order to support recommendations to the Chief Officers, Police and Crime Commissioner and other internal and external groups
- To populate, maintain, amend and update accurate contract information from a variety of sources, including tendering systems and national procurement databases
- Demonstrate a strong personal commitment to delivering and achieving value for money, whilst providing high quality service.
- To promote and comply with Lancashire Constabulary's obligations under the Equality Act 2010 and Health & Safety, both in the delivery of service and the treatment of others.
- Take responsibility for improving your performance by participating in the Continuous Professional Development (CPD) process with your manager.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post

#### **Behaviours :**

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

#### **Resolute, compassionate and committed**

| <b>Behaviour</b>         | <b>Level</b> | <b>To be Identified by</b> |
|--------------------------|--------------|----------------------------|
| We are emotionally aware | 1            | Interview                  |
| We take ownership        | 1            | Interview                  |

#### **Inclusive, enabling and visionary leadership**

|  |   |           |
|--|---|-----------|
| We are collaborative                               | 1 | Interview |
| We deliver, support and inspire                    | 1 | Interview |
| <b>Intelligent, creative and informed policing</b> |   |           |
| We analyse critically                              | 1 | Interview |
| We are innovative and open minded                  | 1 | Interview |

| <b>Values :</b>   |                     |
|---|---------------------|
| All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process. |                     |
| <b>Integrity</b>  | <b>Impartiality</b> |
| <b>Public Service</b>   | <b>Transparency</b> |

| <b>Qualification</b>  |  |                            |
|---|--|----------------------------|
| <b>Essential</b>  | <b>Desirable</b>                                   | <b>To be identified by</b> |
|   | Qualification in Business Management or equivalent | Application Form           |
| Commitment to working towards or fully qualified to Level 6 Graduate Professional Diploma in Procurement & Supply (or equivalent)                   |  | Application Form           |
| <b>Knowledge / Experience</b>   |  |                            |
| Experience of negotiating and influencing with internal and external stakeholders   |  | Application Form/Interview |
| Knowledge and experience of interpreting and applying specific relevant legislation e.g. EU Procurement Directives and Public Contracts Regulations |  | Application Form/Interview |
|   | Knowledge of the National Procurement Strategies   | Interview                  |
| Knowledge and experience of public sector procurement processes   |  | Interview/Application Form |

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|---|---|---|
|   | Knowledge of Category Management based approach | Interview/Application Form  |
| Experience of market testing initiatives for goods services and works of significant value                          |   | Application Form/Interview  |
| Experience of leading high level spend/complex projects   |   | Application Form/Interview  |
| Experience of delivering projects in line with contractually agreed costs   |   | Interview   |
| Experience and application of evaluation methodology tools for tender analysis                                      |   | Interview   |
|   | Experience of using e tendering systems         | Application form/Interview  |
| Experience of undertaking supplier engagement initiatives and high-level contract review meetings                   |   | Application Form/Interview  |
| Experience in the production and analysis of management information in order to support procurement recommendations |   | Application Form/Interview  |
| Experience of the preparation of reports and delivery of presentations in order to influence buying decisions       |   | Interview   |
| Knowledge of the role the various stakeholders play within the procurement environment                              |   | Application Form  |
| Experience of initiating and recommending projects and initiatives to achieve value for money                       |   | Interview   |
| Experience of working effectively as part of a team, organising and prioritising own workload                       |   | Interview   |
| <b>Other</b>  |   |   |
| An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.                    |   | Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants |
| Able to demonstrate self-motivation and willingness to develop within the role                                      |   | Application Form/Interview  |

|  |  |                  |
|--|--|------------------|
| Has the ability to travel on Constabulary business as required |  | Application Form |
|--|--|------------------|

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deems appropriate.

**Date last updated: 18/12/18**

## **Headquarters Procurement Officer – Progression Arrangements**

**(The following arrangements are all subject to the needs of the post and not the post holder and can be superseded by management if there is a demonstrable link to CPD)**

### **LC 6 Lower Level Procurement Officer**

On appointment requirement to be studying for CIPS Diploma in Procurement and Supply (or equivalent)

- Competence to undertake, manage and complete low value tenders to the value of £100k
- Competence to engage with stakeholders and lead smaller procurement projects

### **LC 7 Mid Level Procurement Officer**

Completion and attainment of Diploma and Advanced Diploma in Procurement and Supply (or equivalent)

- Competence to deputise for Procurement and Contracts Manager at Headquarters meetings / projects
- Competence to undertake, manage and complete higher value tenders/projects in excess of £100k

### **LC 8 Higher Level Procurement Officer**

Completion and attainment of Professional Diploma in Procurement and Supply

Fully Qualified (MCIPS) or equivalent degree

- Provide an advisory and consultancy service to managers on all aspects of procurement
- Competent in leading high level/complex procurement projects of significant value
- Competence to deputise for Procurement and Contracts Manager at regional and national meetings/forums

**A satisfactory performance must be evidenced through CPD or external references**

*Appointments can be made into the role at all levels providing that the progression criteria are met.*

### **NOTE**

Assessable performance will be determined by the first line manager and evidence through CPD. It is the post-holders responsibility to apply for progression arrangements by demonstrating that they have achieved the necessary competence under each of the criteria outlined in the progression arrangements.