Derbyshire Fire & Rescue Service

Job Description

Job Title:	Procurement Officer
Salary Grade:	6/SO1* *Progression to SO1 is subject to fulfilling the Procurement Officer career progression criteria (see below)
Division:	Corporate Financial Services
Department:	Procurement
Responsible to:	Procurement Manager
Post Objective:	The provision of an efficient and effective Procurement and supplies service and to secure optimum value in the purchasing of goods and services in line with best value objectives.
Other Considerations:	The post holder must be a member of CIPS professional body and comply with the continuous professional development requirements of this body. There is a requirement, as and when required, to travel inside/outside the county. Collaboration between the Police and the Fire and Rescue Service in Derbyshire will be supported.

Responsibilities:

1. Research, verify, and assess all appropriate information to ensure a range of possible options are evidentially strong to support contract decisions including those of high monetary and corporate value.

2. Deputising for the Procurement Manager in the day-to-day operation of the procurement function ensuring effective and efficient service by allocating and supervising work to ensure continuation of service and performance.

3. Assist the Procurement Manager with the preparation/creation of tender documents (such as specifications, Pre-Qualification Questionnaires, Invitation to Tender and Evaluation). Contract monitoring and the provision of information, statistics, support and advice aligned to the corporate initiatives and strategies of the authority to client departments as required.

4. Ensure adherence to tender thresholds and processes and assist other departments to comply with such regulations.

5. Assist the Procurement Manager in the development and implementation of a Procurement Strategy.

6. Undertake procurement activities applying all relevant legislative regulations.

7. Provide guidance and advice to employees of DFRS on Procurement and Financial Regulations and the best procurement route to follow e.g. frameworks, regional contracts or local procurement (such as Source Derbyshire) Proactively support the purpose and values of the Service; provide leadership and direction in own area of responsibility and by sharing best practice, across the Procurement function.

8. Identify and implement improvements to service delivery, engaging employee's in the change process and encouraging them to contribute ideas. Recognise the effects on changes in workplace activities and support employees during change. Plan, implement, monitor and review change across the procurement function.

9. Undertake spend analysis of DFRS historical spend in order to inform sourcing decisions and identify opportunities for savings.

10. Make contributions to innovation and improving ways of working, products or services, by questioning, researching and actively developing ideas.

11. Support collaborative initiatives.

12. Develop and utilise ~~modern~~ professional procurement methods, practices and techniques to ensure legal and regulatory compliance whilst providing an efficient and cost effective procurement function which delivers value for money.

13. Develop and maintain working relationships with internal and external colleagues, partners and stakeholders.

14. Use professional knowledge and skills to:

- Negotiate
- Make decisions
- Refer or signpost others to correct information, policy or process
- Evaluate and solve business problems

15. Support the Procurement manager with the development of procurement systems and procedures to meet the changing needs of the service, including the development of e-procurement.

16. Identify and resolve any difficulties or problems arising with orders or suppliers.

17. Provide and create reports for forecasting or statistics when required.

18. Provide cover for the Stores Assistant, you will require a full driving licence to facilitate an efficient and effective delivery service to all locations.

19. Ensure compliance with any equality and diversity legislation to avoid any inadvertent impact, especially in relation to uniform and PPE.

20. Undertake research of goods and services in accordance with user specifications, producing information and recommendations as required.

21. Promote and develop good working relationships with suppliers' representatives, ensuring that goods and services are obtained from the most appropriate source to secure value for money at all times.

22. Assist in adjusting stock levels in accordance with minimum and maximum requirements to ensure optimum stock levels at all times.

23. Assist with systematic checks on stock items in stores and archives as required by the Procurement Manager.

24. Assist with any periodic stock valuation as required by the Procurement Manager.

25. Maintain an awareness of advances in technology, developing new approaches to improve service delivery as a continuous process.

26. Ensure adherence to financial regulations and procedures at all times.

27. Ensure the Business Continuity Plan is reviewed, remaining valid and current to DFRS business requirements.

28. Detect and report computer system faults and follow up problems until they are concluded.

29. Attend training courses, and seminars commensurate with the responsibilities of the post.

30. Provide and receive the necessary instruction and training to encourage staff flexibility and cover.

31. Understand and comply with all policies, procedures and relevant Procurement legislation.

32 Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.

Derbyshire Fire & Rescue Service

Person Specification

Post Title **Procurement Officer**

Scale **6/SO1* (Subject to career progression criteria)**

Evidence Codes

AF – Application Form
JRT – Job Related Test
I - Interview
M – Medical
D – Documentation
CRB

Job Criteria				
	Essential	**Source Of Evidence**	**Desirable**	**Source of Evidence**
Skills	**Be able to demonstrate the following:**			
	• Ability to communicate effectively at all levels, including written and oral in a range of organisational situations.	AF/I		
	• Strong prioritisation and organisational skills	AF/I/JRT		
	• Working on own initiative as well as working with others	I		
	• Ability to pay attention to detail whilst working under pressure to meet deadlines.	I/JRT		
	• Competent in the use of computers, e.g. Microsoft Office (spreadsheet, word, PowerPoint)	I/JRT		
	• Analytical skills and use of information	I/JRT		
	• Resilient in Changing situations, problem solving and innovation	I		
	• Acts with integrity	I		
	• Confident and helpful customer service	I		
	• Decision making			
	• Problem solving	AF		

Knowledge	**Be able to demonstrate knowledge and understanding of the following:**			
	• Procurement Legislation	AF/I	• Knowledge and experience of local authority financial, budgetary and procurement regulations, controls and procedures.	
	• Data protection/security of data with regards to GDPR	I		
	• Tenders and contracts and associated processes	I		
	• Supply chains	I		
	• Procurement experience	AF/I		
Experience	**Be able to demonstrate experience in the following:**			
	• Working in a purchasing environment, (such as raising orders, dealing with customers/suppliers and budgetary procedures)	AF/I		
	• Information Technology and computer systems	AF/I	• Previous local government or similar experience	AF/I
	• Report writing/option papers	I		
	• Policy and procedure creation	I		
	• Inventory Management procedures (such as stock holding, undertaking stock checks, manual handling and health and safety)	AF		
	• Process mapping	AF		
	• Providing support to a managerial team	I		
	• Planning and coordination of training	I		
	• Dealing with confidential issues	I		
	• Developing and maintaining robust systems	AF		

Qualifications	• Chartered Institute of Procurement and Supply (CIPS) Level 3 or Educated to A Level OR equivalent demonstrable experience within a business environment.	AF/D		
	• Gain CIPS level 4 Diploma within an agreed timeframe	AF/I		
Equal Opportunities	• Understanding of and commitment to Equality in the Workplace	I		
	• Awareness of protocols required for dealing with different clients covered by Equality legislation	I		
	• Understanding of and Commitment to Ethical Issues			
Other Requirements	• Ability to travel throughout the County to carry out the requirements of the post.	AF/I		
	• Medical clearance subject to reasonable adjustment under the equality act 2010 (where appropriate).	M		
	• Ability to work flexibly as there may occasionally be a requirement to work beyond normal office hours.	AF/I		
	• Full driving licence.	AF/I		
	• Comfortable working at heights.	AF/I/JRT		
	• Standard/Enhanced Disclosure & Barring Service clearance	D		
	• Demonstrate evidence of continuous professional development and competence.	I		

***CAREER GRADING**

Progression through the Career Grade will depend on the completion of prescribed qualifications and effective completion of work experience in accordance with a programme of duties outlined by the Line Manager.

SO1

1) Possession of the Chartered Institute of Procurement and Supply (CIPS) Level 4 Diploma.

2) Demonstrably fulfilling all aspects of the person specification at a high level, including the desirable elements.

Please note: Qualification and Portfolio evidence must be submitted by the employee for each of the criteria listed above and a reference submitted from the Line Manager demonstrating that they are working at the appropriate level. This should be submitted to HR Services prior to a Career Grading being awarded.