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## **WEST YORKSHIRE FIRE & RESCUE SERVICE**

### **JOB DESCRIPTION**

**POST TITLE:** Procurement Officer

**GRADE:** Progression Grade 6/7 (Grade 7 if CIPS qualified Level 4 or above)

**RESPONSIBLE TO:** Head of Procurement

### **OVERALL PURPOSE OF JOB**

To manage day-to-day procurement activities and tendering to achieve best value outcomes, the majority of which are for Property Services procurement requirements.

To provide an efficient and effective procurement service.

Procurement Officers are expected to be capable and willing to interchange responsibilities (and merge roles) and support each other during imbalanced workloads and periods of absence (vacancy).

### **MAIN DUTIES AND RESPONSIBILITIES**

*This job description has been produced using as a base, the Chartered Institute of Purchasing & Supply, Global Standard for Procurement and Supply (Operational & Tactical Competencies)*

1. Ensure the main principles of corporate governance and ensure that Public Contract Regulations, Contract Procedure Rules and Financial Procedures are complied with;
2. Ensure contract libraries and Contracts Register and Procurement Plans are effectively managed and kept up to date and complete;
3. Assist with undertaking contract management duties, contract reviews, contract awards and manage any escalations from operational managers;
4. Compile and collate supplier performance reports, as necessary;
5. Research, evaluate historical data, assess and prioritise stakeholder requirements; developing sourcing strategies and ensuring value for money outcomes and risk assured solutions are achieved;
6. Contribute to the development and use of documented policies and procedures for procurement and ensure their application by colleagues and stakeholders;

7. Advise internal stakeholders on applicable legislation, standards and corporate responsibilities as they apply to procurement projects e.g. Environmental, Quality and Ethical standards and H&S etc;
8. Advise, train and support customers in the production of specifications; prepare procurement tender documentation; publish tender notices and successfully manage the procurement process through to award of contract, mobilisation and eventual hand-over to the contract / service managers;
9. Advise internal customers on the most appropriate forms of contract; collate documentation and liaise with Legal Services as necessary;
10. Ensure compliance with ethical practices and standards when sourcing supplies, services and works e.g. avoiding adverse impacts on the environment and natural resources etc;
11. Ensure that all communications are appropriate and prompt, providing accurate and timely flows of information.

## **ANY OTHER INFORMATION**

Note 1: Managers in departments are responsible for day-to-day contract management and will escalate matters requiring an intervention or escalation.

Note 2: This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

## **SECOND AREA OF RESPONSIBILITY:**

1. To Implement and promote the Authority's:
  - a) Health and Safety policies
  - b) Equality and Diversity policies
  - c) Information Security Management System policies
  - d) Safeguarding policies
  - e) Business continuity policy and contingency arrangements;
2. To demonstrate and uphold the service values and to promote the organisation in a positive manner;
3. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy;
4. Responsibility for ensuring any data produced in relation to the post is accurate and current;
5. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained;
6. Undertake any other duties commensurate with the grade of the post as directed by line management;

## PERSON SPECIFICATION/SHORTLISTING CRITERIA

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e., items you must be able to do from day one to be able to do the job), **identified as 'Application' in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as 'Application,' will be shortlisted, i.e., criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be criteria that are identified through 'Selection Process' only. **You will only be assessed on these criteria later during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

### Progression from grade 6 to grade 7

This Post is a progression graded post, this allows an individual who is appointed at grade 6 to progress through to the established grade 7 post on acquiring or possessing the CIPS Level 4 qualification. There is no automatic progression until competency can be demonstrated, therefore in order for an individual to progress to grade 7, they must satisfy all the additional grade 7 criteria as specified in the person specification.

	Experience	Essential/ Desirable	Where Identified
1.	Demonstrable relevant procurement experience.	Essential	Application & Selection Process
2.	Practical and demonstrable experience of relevant development and delivery of contracts.	Essential	Application & Selection Process
3.	Category Management in relation to relevant markets and supply chains.	Essential	Application & Selection Process
4.	Working within a Fire Authority or other public sector organisation.	Desirable	Application & Selection Process
5.	Working closely with internal customers in large organisations.	Essential	Application
6.	Managing change especially when changing suppliers.	Essential	Application

	Education and Training	Essential/ Desirable	Progress to:	Where Identified
7.	Member of the Chartered Institute of Purchasing & Supply (MCIPS), Professional Level 4 Diploma (or working towards)	Desirable	Essential to Gd 7 (Level 4)	Application

	<b>Special Knowledge and Skills</b>	<b>Essential/ Desirable</b>	<b>Where Identified</b>
8.	Thorough understanding of standards, policies and legislative framework relevant to public sector procurement.	Essential	Application & Selection Process
9.	In-depth knowledge of Contract Procedure Rules, Financial Regulations and Procedures within the Authority	Desirable	Application & Selection Process
10.	Category Management Tools & Techniques and Procurement Good Practice	Desirable	Application & Selection Process
11.	Understanding of the importance of providing a quality customer support service.	Essential	Application & Selection Process
12.	Knowledge and practical application of expressing concepts and ideas effectively to people at different levels within the organisation.	Essential	Selection Process
13.	Working knowledge of MS office applications, including Word, Excel, PowerPoint, and Outlook.	Essential	Application & Selection Process
14.	Demonstrate personal knowledge, understanding and capabilities of procurement good practice.	Essential	Selection Process
15.	Ability to effectively manage multiple procurement projects and clients concurrently.	Essential	Application & Selection Process
16.	Good ability to communicate effectively using appropriate written and verbal communication skills.	Essential	Application & Selection Process
17.	Good Mathematical skills using formulae for assessing tenders and with an understanding of financial information.	Essential	Selection Process
18.	Ability to assimilate new information quickly and work with minimum supervision.	Essential	Selection Process
19.	Flexible and adaptable approach to working hours.	Essential	Application & Selection Process
20.	Demonstrate commitment to good data quality within all areas of work.	Essential	Selection Process
21.	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider.	Essential	Selection Process
22.	Demonstrate an understanding of and ability to implement Health & Safety at work.	Essential	Selection Process
23.	To hold and maintain a current full UK valid car driving licence.	Desirable	Application