

## WEST YORKSHIRE FIRE & RESCUE SERVICE

### JOB DESCRIPTION

<b>POST TITLE:</b>	Category & Contract Management Officer (Post-holders 1 & 2)
<b>GRADE:</b>	Post1: Progression Grade 7-8    Post 2: Grade 8
<b>RESPONSIBLE TO:</b>	Procurement Manager
<b>RESPONSIBLE FOR:</b>	Post 1: Purchasing Officer

### OVERALL PURPOSE OF JOB

To manage day-to-day procurement activities and tendering to achieve best value outcomes

To provide an efficient and effective procurement service:

- Post-holder 1 Categories – Supplies & Services
- Post-holder 2 Category – Construction & Facilities Management

Category & Contract Management 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).

Post-holder 2: expected to deputise for the Procurement Manager as and when required.

### 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 Plan (Pipeline), are effectively managed and kept up to date and complete.
3. Undertake contract management duties; manage 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. Job responsibilities are further expanded in Practical Application – Duty Notes.

## **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 some 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 7 to grade 8

As Post 1 is a progression graded post, this allows an individual who is appointed at grade 7 to progress through to the established grade 8 post. There is no automatic progression until competency can be demonstrated, therefore in order for an individual to progress to grade 8, they must satisfy all the additional grade 8 criteria as specified in the person specification.

	<b>Experience</b>	<b>Essential/Desirable</b>	<b>Progress to:</b>	<b>Where Identified</b>
1.	Demonstrable relevant procurement experience	Post 1 Desirable Post 2 Essential	Post 1 Essential to Gd 8 (Services)	Application & Selection Process
2.	Practical and demonstrable experience of relevant forms of contracts, typically:  Post 1: Supplies & Services = NEC3, General Terms & Conditions  Post 2: Construction & Facilities Management = JCT, NEC3, RIBA, RICS, General Terms & Conditions	Post 1 Desirable Post 2 Essential	Post 1 Essential to Gd 8 (NEC3)	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

	<b>Education and Training</b>	<b>Essential/Desirable</b>	<b>Progress to:</b>	<b>Where Identified</b>
7.	Member of the Chartered Institute of Purchasing & Supply (MCIPS), Professional Level 4 Diploma (or committed to achieving)	Post 1 Desirable Post 2 Essential	Post 1 Essential to Gd 8 (Level 4)	Application

	<b>Special Knowledge and Skills</b>	<b>Essential/ Desirable</b>	<b>Progress to:</b>	<b>Where Identified</b>
8.	Thorough understanding of standards, policies and legislative framework relevant to public sector procurement.	Desirable		Application & Selection Process
9.	Gain an 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	Post 1 Desirable Post 2 Essential	Post 1 Essential to Gd 8	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	Desirable		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 license	Desirable		Application