**ROLE PROFILE**

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| **Role Title:** | Procurement Manager | **Leadership level:** | *To be determined at later phase* |
| **Post reference:** | 30085 | **Job family:** | *To be determined at later phase*  |
| **Grade:** | Grade K | **Location:** | Forth Banks Police Station |
| **Allowances:** |  | **Politically restricted post:** | No |
| **Area command / Department:** | Procurement | **Vetting level:** | MV |
| **Reporting to:** | Head of Procurement  | **Date accepted as a role profile:** |  |
| **Posts responsible for:** | Allocated staff  |
| **Part A – Job Description**  |
| **Overall purpose of the role:** |
| Manage the Procurement department supporting the Head of Procurement on Procurement issues, leading on key projects contributing to the development and maintenance of contracting arrangements maintaining and maximising optimum value for money in order to deliver a flexible and high-quality service which supports the Force and OPCC strategic objectives.  |
| **Key responsibilities of the role:** |
| **1** | To manage the Procurement team to deliver value for money solutions in order to direct maximum funding to the OPCC/Chief Constable’s priority areas.  |
| **2** | Develops and maintain relationships with suppliers and internal customers to ensure Procurement processes and existing contracts are managed well and continue to deliver value for money. |
| **3** | Acts as a first point of contact for all specialist Procurement queries from direct reports, budget holders and senior stakeholders within the organisation to deliver value for money solutions. |
| **4** | To review current procurement practices and contracts and identify new and innovative ways of delivering services through procurement and to implement these. |
| **5** | Support the Head of Procurement to produce, develop and implement a procurement work plan effectively serving the needs of the Force, developing centralised procurement policies and procedures and adopting best practice |
| **6** | Leads, or participates in, cross-functional project teams to deliver corporately significant high value/risk complex procurement projects. |
| **7** | Deputise for the Head of Procurement when required. |
| **8** | Leads, or supports, other initiatives/projects which contribute to the Force achieving its procurement objectives, including the development of service standards, strategies, processes and standard documents. |
| **9** | Work with the Head of Procurement to develop and deliver the Business Plans/ Force Management Statements, setting out the key objectives and activities for the designated functions, including performance targets |
| **9** | Support the implementation and delivery of a local wellbeing plan ensuring the culture of wellbeing of staff supports the overall strategic wellbeing objective of the Force of creating a culture where staff wellbeing is at the heart of everything the Force does.  |
| **Part B – Scope of contacts**  |
| **Internal / External relationships:** |
| **Internal:** Senior Staff in OPCC, Executive Team & Senior Business users**External:** Bluelight Commercial on procurement matters. Other Heads of Procurement in other Forces. Procurement Consortia, Home Office, Suppliers and Contractors. |

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| **Part C – Competencies and Values**  |
| **Northumbria competencies and values framework (NCVF)** |
| *Level – tbc*  |

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| **Part D – Continuous Professional Development (CPD) role 6 months** *To be determined*  |
| **First 6 months** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | Member of CIPS or equivalent procurement experienceDegree (or equivalent level qualification) in Business or Procurement or similar subject or significant demonstrable experience at a senior level in the aforementioned disciplinesExtensive experience and knowledge of procurement, tendering and contract management processesGood knowledge of contract law and all relevant legislation governing the supply of goods , services and works to the Public Sector.  | Experience of carrying out a supervisory role in other procurement environments, ideally in a public sector environment. | Application & interview |
| Planning and organising | Competency of planning and prioritising , covering:- critical activities, delegation, achieving deadlines, multitasking  | Experience of preparing and executing business plans | Interview |
| Problem solving and initiative | Proven track record of achieving savings and service improvements through procurement with experience of delivering change in a complex organisationExperience of applying risk management techniques |  | Interview |
| Management and teamwork | Proven ability to manage, develop and motivate teams and individual staff | Management/leadership training or equivalent experience | Interview |
| Communicating and influencing | Proven ability to influence senior stakeholders, including successfully facilitating joint decision-making and building productive relationships between business units, other organisations and suppliers.Ability to communicate with suppliers and a range of customers at face-to-face meetings and via telephone and e-mail/other written communications. Ability to work as part of a team working towards common objectives with a flexible and willing approach to meet challenging demands. Commercial acumen, ability to negotiate and achieve best value from procurement processes. Ability to compile, produce, summarise and present management/ statistical/technical reports (and other documentation), using strong analytical skills and ensuring attention to detail |  | Application, interview, CPD |
| Other skills and behaviours |  |  |  |