

Role Profile and Person Specification

ROLE PROFILE

Role Title:	Head of Procurement	Leadership level:	<i>To be determined at later phase</i>
Post reference:	20959	Job family:	<i>To be determined at later phase</i>
Grade:	Band 3	Location:	Forth Banks Police Station
Allowances:	shift / weekend or standby	Politically restricted post:	Yes
Area command / Department:	Finance & Resources. Procurement & Supplies	Vetting level:	MV
Reporting to:	Director of Finance	Date accepted as a role profile:	
Posts responsible for:	Allocated staff		

Part A – Job Description

Overall purpose of the role:

Responsible for the leadership, management, and development of the Procurement Department, accountable for planning and delivery of business plan activities and performance targets in order to deliver a flexible and high-quality service which supports the Force and OPCC strategic objectives.

Leadership and delivery of value for money Procurement Spend Categories with an influenceable expenditure responsibility of over £40 million and management of 20 FTE across the 3 teams.

Key responsibilities of the role:

1	Professional lead for the provision of strategic procurement advice and guidance to the Office of the Police and Crime Commissioner (OPCC), Chief Constable (CC), budget holders and senior stakeholders within the organisation and deliver value for money solutions in order to direct maximum funding to the OPCC/CC's priority areas.
2	Accountable for the leadership, development, and delivery of Business Plans/ Force Management Statements, setting out the key objectives and activities for the designated functions, including performance targets and providing regular reports to Executive Team on progress of delivery of the plan.
3	Actively manage all third-party procurement spend, ensuring that all purchase orders over a designated threshold are authorised by Procurement and Contracts are arranged in compliance with the Police and Crime Commissioner's Contract regulations and UK legislation. Personally oversee/project manage high profile/spend projects.
4	Responsible for all contract management, ensuring systems and processes are in place for engaging with budget holders in order to manage the performance of key strategic contracts and identify potential saving

Role Profile and Person Specification

	opportunities.
5	Represent the Force on regional and national procurement Committees, Project Boards, engaging with Bluelight Commercial (New National Police Procurement Organisation) and other Force commercial leads to support and drive the national collaboration programme and keep abreast of procurement issues.
6	Accountable for the submission of accurate national spend and savings returns and publishing all appropriate contract information in order to comply with the OPCC's information publication requirements.
7	Manage allocated budgets, in accordance with agreed policies and regulations.
8	Attend and actively participate in Strategic Senior leaders meetings and Project Boards as appropriate.
9	Accountable for maintaining a business continuity plan and local risk register for the functions ensuring that all risks are identified, monitored and mitigated where possible.
10	Accountable for 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:	
<p>Internal: Senior Staff in OPCC, Executive Team & Senior Business users</p> <p>External: Bluelight Commercial on procurement matters. Other Heads of Procurement in other Forces. Procurement Consortia, Home Office, Suppliers and Contractors.</p>	

Role Profile and Person Specification

Part C – Competencies and Values

Northumbria competencies and values framework (NCVF)

Level – tbc

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

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Member of the Chartered Institute of Procurement and Supply with a minimum of three years post qualification procurement and contract management experience .		Application & interview

Role Profile and Person Specification

	<p>Experience of carrying out a senior supervisory role in other procurement environments, ideally in a public sector environment.</p> <p>Extensive demonstrable knowledge or experience of Public Sector Legislation, and all relevant legislation governing the supply of goods , services and works to the Public Sector.</p>		
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 addressing and resolving complex problems		Interview
Management and teamwork	Proven ability to manage, develop and motivate teams and individual staff	Management qualification	Interview
Communicating and influencing	<p>Proven level of literacy skills in preparing detailed reports and the ability to communicate clearly, including presenting to senior stakeholders .</p> <p>Ability to negotiate with major suppliers for high level strategic issues when needed.</p> <p>Excellent interpersonal skills and ability to influence senior stakeholders at a regional and national level on strategic matters</p>		Application, interview, CPD

Role Profile and Person Specification

Other skills and behaviours			
-----------------------------	--	--	--