

# Role Profile and Person Specification

## ROLE PROFILE

<b>Role Title:</b>	Procurement Manager	<b>Leadership stage:</b>	3
<b>JRN:</b>	30085	<b>Job family:</b>	
<b>Band:</b>	11	<b>Location:</b>	Agile
<b>Allowances:</b>	As per contract	<b>Politically restricted:</b>	No
<b>Department:</b>	Procurement	<b>Vetting level:</b>	MV SC
<b>Reporting to:</b>	Head of Procurement	<b>Date published:</b>	September 2022
<b>Posts responsible for:</b>	Allocated staff		
<b>Part A – Job Description</b>			
<b>Overall purpose of the role:</b>			
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.			
<b>Key responsibilities of the role:</b>			
<b>1</b>	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.		
<b>2</b>	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.		
<b>3</b>	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.		
<b>4</b>	To review current procurement practices and contracts and identify new and innovative ways of delivering services through procurement and to implement these.		
<b>5</b>	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		
<b>6</b>	Leads, or participates in, cross-functional project teams to deliver corporately significant high value/risk complex procurement projects.		
<b>7</b>	Deputise for the Head of Procurement when required.		
<b>8</b>	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.		
<b>9</b>	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		
<b>10</b>	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.		

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## Part B – Scope of contacts

### Internal / External relationships:

**Internal:** Senior Staff in OPCC, Executive Team & Senior Business users

**External:** Blue light Commercial on procurement matters. Other Heads of Procurement in other Forces. Procurement Consortia, Home Office, Suppliers and Contractors.

## Part C – Competencies and Values

### Northumbria competencies and values framework (NCVF)

## Part D – Continuous Professional Development (CPD) role 6 months

### First 6 months

1

2

3

4

### 12 months and beyond

5

6

7

8

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## Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Member of CIPS or equivalent procurement experience</p> <p>Degree (or equivalent level qualification) in Business or Procurement or similar subject or significant demonstrable experience at a senior level in the aforementioned disciplines</p> <p>Extensive experience and knowledge of procurement, tendering and contract management processes</p> <p>Good knowledge of contract law and all relevant legislation governing the supply of goods, services and works to the Public Sector.</p>	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	<p>Proven track record of achieving savings and service improvements through procurement with experience of delivering change in a complex organisation</p> <p>Experience of applying risk management techniques</p>		Interview
Management	Proven ability to manage,	Management/leadership	Interview

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and teamwork	develop and motivate teams and individual staff	training or equivalent experience	
Communicating and influencing	<p>Proven ability to influence senior stakeholders, including successfully facilitating joint decision-making and building productive relationships between business units, other organisations and suppliers.</p> <p>Ability to communicate with suppliers and a range of customers at face-to-face meetings and via telephone and e-mail/other written communications.</p> <p>Ability to work as part of a team working towards common objectives with a flexible and willing approach to meet challenging demands.</p> <p>Commercial acumen, ability to negotiate and achieve best value from procurement processes.</p> <p>Ability to compile, produce, summarise and present management/statistical/technical reports (and other documentation), using strong analytical skills and ensuring attention to detail</p>		Application, interview, CPD
Other skills and behaviours			