**SOUTH YORKSHIRE FIRE & RESCUE**

**JOB DESCRIPTION**

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| **POST TITLE** | Procurement Manager |
| **GRADE** | Head of Function - Grade B - (£52,627-£55,850) |
| **FUNCTION** | Support Services |
| **PERMANENT BASE** | CHQ, Eyre Street, Sheffield, S1 3FG |
| **RESPONSIBLE TO** | Director of Support Services |
| **RESPONSIBLE FOR** | Senior Category Management Officer – Supplies and Services  Category Management Officer – Estates and Technology  Assistant Category Officer  Buyer  Stores Team Leader  Storekeeper |

**OVERALL PURPOSE OF JOB**

Overall responsibility for the procurement service including stores and advising the Director of Support Services on all related matters.

To provide effective leadership and management of the service and to provide a focus on the authority’s vision, aims and objectives.

To provide the authority with effective, efficient and economic procurement arrangements and partnerships, and high quality procurement advice and project management services, to enable the authority to generate efficiencies and obtain value for money from all its purchased goods, works and services.

**MAIN RESPONSIBILITIES**

1. Create, articulate and implement a clear, achievable and compelling vision and strategy that sets out the direction and plans to achieve and maintain procurement best practice.
2. Develop, communicate and promote the purpose, values and vision of improved procurement and supply chain management across the organisation and to suppliers.
3. Produce innovative strategies & action plans and manage these effectively to achieve desired outcomes using appropriate tools, techniques and methods.
4. Promote and ensure compliance with policy, legislative and regulatory requirements affecting procurement and supply chain management.
5. Develop, implement and maintain relevant best practice procedures and governance standards for effective procurement and contract management.
6. Manage and contribute to the development and implementation of functional, business unit and corporate strategies and policies.
7. Develop and maintain effective strategic stakeholder relationships.
8. Explain, promote and apply ethical, sustainable environmental and corporate social responsibilities across the organisation and to the supply chain; driving Community Benefits within South Yorkshire.
9. Identify opportunities for the development and improvement of systems and processes to achieve greater efficiency and best value from expenditure.
10. Undertake data analysis, report against Key Performance Indicators and produce management information for senior managers and stakeholders in order to drive continuous improvement and achieve measurable efficiencies.
11. Maximise the use of Purchase-to-Pay (P2P) systems and electronic interchanges with suppliers.
12. Establish and manage category management strategies, plans, tools and techniques; ensuring a co-ordinated approach to the market.
13. Develop and instigate appropriate collaborative working relationships to identify opportunities for shared knowledge and aggregated procurement to achieve improved efficiency and alignment with national strategies and policies.
14. Lead colleagues and other internal stakeholders to understand the dynamics of the supply chains and to recommend appropriate category strategies.
15. Actively lead the development and promotion of co-ordinated business cases, category strategies and procurement plans that reflect organisational objectives.
16. Invite and analyse stakeholder feedback; ensuring improvements and corrective actions are taken as appropriate to achieve and maintain high levels of stakeholder satisfaction.
17. Provide advice on the interpretation and practical application of relevant Legislation, Contract Standing Orders and Financial Regulations.
18. Provide advice and guidance on contractual terms and conditions to safeguard the interests of the authority and to ensure supplier performance.
19. Evaluate and present the range of contracting options for major programmes or complex procurement projects; making recommendations to senior managers as necessary.
20. Produce training plans and provide support for the personal and professional development of individuals’ knowledge, capabilities and skills to further the aims of best practice procurement.
21. Conduct effective performance reviews and appraisals with members of staff.
22. Remain vigilant to avoid reputational damage to the Fire Service caused by inappropriate purchasing and supply or breaches of policies, procedures and standards.
23. Proactively identify and effectively manage strategic risk to the authority.

**APPLICATION**

1. To represent the Director of Support Services on procurement matters and provide reports as and when required.
2. To attend relevant directorate meetings and groups as required.
3. To produce creative and innovative Procurement Strategies and Corporate Improvement Programmes, establishing inter-authority linkages for joint working and collaboration,
4. To develop vision and articulate procurement best practice; providing strong leadership and direction across the authority; and with partner organisations where appropriate.
5. To produce and effectively manage change programmes and project management plans.
6. To provide commercial expertise; leading on negotiations with suppliers, undertaking market & options analysis and producing quality reports and recommendations for senior management and Members.
7. To maintain an awareness of developments in the field of procurement to ensure the organisation continues to apply the most effective policies and procedures.
8. To review at least annually the procurement governance framework comprising the Procurement Strategy & Policy, Contract Standing Orders, Procedures and Guides; amending and communicating as necessary in order to maintain best practice and ensure compliance.
9. Plan work commitments and delegate effectively to staff and promote understanding of strategies, plans and processes, taking accountability for outcomes achieved.
10. To approve purchase orders in line with the Authority’s Financial Scheme of Delegation, Policies and Procedures.
11. To lead and direct the service, to provide high quality procurement services that meets the needs of all client departments.
12. To manage and maintain the procurement service Business Continuity Plan; reviewing and updating the “Grab Box” procedures at least bi-annually and ensuring all staff are fully prepared.
13. To develop a range of procurement arrangements which will ensure consistency of procurement practice, demonstrate value for money and that optimises the authority’s purchasing power.
14. To actively develop, progress and lead on regional procurement initiatives as appropriate, representing the Fire Service and the region at regional and national levels.
15. To ensure contracts are managed effectively and that suppliers meet required deadlines and performance indicators.
16. To have hands-on responsibility for the management of key procurement projects.
17. To provide guidance on option appraisals, whole life costings, tendering strategy and evaluation connected with procurement activity.
18. To involve suppliers in early market engagement along with communities, voluntary sector and partnerships as appropriate.
19. To review at least quarterly, the Contracts Register, Procurement Plan (Pipeline), Risk Register and Waivers Log; updating and taking actions as necessary to ensure contracts are tendered and awarded in an efficient and timely manner.
20. To develop environmental / sustainable procurement/ equal opportunity initiatives.
21. To have responsibility for the procurement service budget and for tracking procurement savings and efficiencies.
22. To ensure that all procurements are legal, ethical, accountable and carried out in accordance with regulatory requirements, including compliance with Contract Standing Orders and Financial Regulations.
23. To direct and control procurement and stores staff to ensure that staff are appropriately trained and that they carry out their responsibilities to the required standards.
24. To monitor and assess the performance of staff within the context of Performance Development Review
25. To regularly review and update service plans and staff workplans providing advice, support and remedial action where necessary.
26. To be responsible for internal communications within the procurement section and for convening regular team meetings.
27. Comply at all times with the Code of Conduct for officers of the Authority and such other professional requirements as to standards of conduct.
28. To fully participate in SYFR’s management processes according to the responsibilities of the role.
29. To practice and promote SYFR’s Equality and Inclusion and Health and Safety Policies and to conduct oneself in a manner that is consistent with SYFR’s core values at all times.
30. To ensure that risk is managed effectively within the service and supply chain in accordance with corporate strategies and plans.
31. To attend as required any training courses that will contribute to the effective performance of the post-holder.
32. To carry out such other duties within the department as from time to time may be required, which are commensurate with the grading of this post.
33. To be responsible for the accurate and appropriate processing of data, ensuring compliance with organisational policies and procedures (i.e. data protection).

**ANY OTHER INFORMATION** (including special conditions of service)

* Flexi time
* Casual Car User

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

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| A degree (or equivalent) or appropriate experience at this level. | X |  |
| Member of the Chartered Institute of Purchasing & Supply (CIPS), level 6 | X |  |
| Current UK driving Licence holder. | X |  |
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| **Knowledge** |  |  |
| Thorough understanding of public sector procurement and the legislative framework that regulates public sector procurement. | X |  |
| Thorough understanding of standards and policies relevant to public sector procurement and in particular to Fire & Rescue Authorities. | X |  |
| Gain and in-depth knowledge of Contract Standing Orders, Financial Regulations, Policies and Procedures with the Authority | X |  |
| Procurement Strategies, Category Management Tools & Techniques and Procurement Best Practice | X |  |
| Understanding of the importance of providing a quality customer support service. | X |  |
| Thorough understanding of public sector procurement and contract management processes and the legislative framework that regulates public sector procurement. | X |  |
| Proficient use of Microsoft Office applications including Word, Excel, Powerpoint and Outlook. | X |  |
| Understanding of commercial organisations and markets. | X |  |
| Knowledge of change management approaches and techniques. | X |  |
| Knowledge and practical application of expressing concepts and ideas effectively to people at different levels within the organisation | X |  |
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| **Experience** |  |  |
| Demonstrable experience in an appropriate procurement leadership role across a wide range of supplies, services and works | X |  |
| Practical and demonstrable experience of “Works” related procurement projects under JCT and NEC forms of contracts | X |  |
| Managing major / complex procurement projects in a large organisation | X |  |
| Working within a Fire Authority or other public sector organisation |  | X |
| Managing and motivating staff. | X |  |
| Dealing with senior managers (and politicians) in large organisations | X |  |
| Reviewing systems and procedures managing change to improve service delivery. | X |  |
| Preparing and presenting reports dealing with complex issues. | X |  |
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| **Personal Effectiveness** |  |  |
| Maintain personal and professional honesty and integrity | X |  |
| Confident and willing / able to network within an organisation and externally to share knowledge and promote best practice | X |  |
| Leadership skills and behaviours to promote and achieve procurement best practice. | X |  |
| Demonstrate personal knowledge, understanding and capabilities of procurement best practice | X |  |
| Demonstrate effective behaviours to win the support of colleagues and other stakeholders to achieve effective procurement and supply chain management | X |  |
| Serve internal stakeholders efficiently and effectively to promote customer support and service | X |  |
| Adopt and promote behaviours to support the successful implementation of change | X |  |
| Act as role model in the application of ethical practices and standards | X |  |
| Ability to plan, prioritise and organise oneself and others to meet deadlines and stakeholder expectations | X |  |
| Excellent interpersonal skills that encourage interaction with all levels of the organisation | X |  |
| Ability to communicate effectively using appropriate methods to different audiences and with differing needs / agendas | X |  |
| Good English language and written skills | X |  |
| Good mathematical skills using formulae for assessing tenders and with an understanding of financial information | X |  |
| Commitment to equality, diversity and inclusion and health & safety within the organisation and the supply chain | X |  |
| Flexible and adaptable approach to working hours |  | X |