



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

### HMI CATEGORY CODE:

**DIRECTORATE:** Resources

**AREA/DEPT:** Finance

### FAU:

**SECTION:** Procurement

**JOB TITLE:** **PROCUREMENT OFFICER**

**REPORTS TO:** Force Procurement Manager

**CURRENT RANK/GRADE:** **(CAREER GRADED D TO F)**

**DATE:** November 2021

### 1. **JOB PURPOSE:** (Briefly state your job's overall objectives. To.....")

To support the Force Procurement Manager in the provision of high quality, pro-active professionally qualified procurement support and guidance activities to the Force, with a clear focus upon ensuring the best use of departmental resources based upon achieving and demonstrating best value.

### 2. **PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

| At unqualified level:                                                                                                                                                                                                    | At part qualified level:                                                                                                                                                                                                    | At fully qualified level:                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Undertake low value tendering exercises in line with WTO Directives and Public Contract Regulations, organising and managing each stage of the process ensuring compliance with legislation and Contract Standing Orders | Undertake higher value tendering exercises in line with WTO Directives and Public Contract Regulations, organising and managing each stage of the process ensuring compliance with legislation and Contract Standing Orders | Undertake diverse and complex tendering exercises in line with WTO Directives and Public Contract Regulations, organising and managing each stage of the process ensuring compliance with legislation and Contract Standing Orders |

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| Within allocated categories, lead, negotiate, construct and manage low value procurement contracts in line with customer requirements and prescribed timescales                                                                                                            | Within allocated categories, lead, negotiate, construct and manage higher value procurement contracts in line with customer requirements and prescribed timescales                                                                                                          | Within allocated categories, lead, negotiate, construct and manage diverse and complex procurement contracts of significant value in line with customer requirements and prescribed timescales                                                                                     |
| Advise budget holders and senior managers within the Force of tendering procedures, incorporating Contract Standing Orders, Financial Regulations and relevant legislation to ensure compliance.                                                                           |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                    |
| Proactively manage low value contracts on an on-going basis to identify savings and efficiencies and achieve value for money. Utilising information available to enhance spend analysis patterns and identifying areas for future procurement spend reduction initiatives. | Proactively manage high value contracts on an on-going basis to identify savings and efficiencies and achieve value for money. Utilising information available to enhance spend analysis patterns and identifying areas for future procurement spend reduction initiatives. | Proactively manage diverse / complex contracts on an on-going basis to identify savings and efficiencies and achieve value for money. Utilising information available to enhance spend analysis patterns and identifying areas for future procurement spend reduction initiatives. |
| Populate, maintain, amend and update accurate contract information from a variety of sources, including Oracle Fusion contracts database, e-tendering systems and national procurement databases.                                                                          |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                    |
| Provide appropriate assistance and support as directed to the qualified procurement staff in supporting higher value tenders / projects.                                                                                                                                   | Provide assistance and support to the Qualified Procurement Officers and Force Procurement Manager in supporting significant and high value projects including dealing with less complex technical and legal queries from internal and external stakeholders.               | Provide assistance and support to the Force Procurement Manager in supporting significant and high value projects including dealing with technical and legal queries from internal and external stakeholders.                                                                      |
| Effectively contribute in procurement meetings at local, regional and national level and lead on initiatives as appropriate ensuring best value to the Force is achieved.                                                                                                  |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                    |

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| Produce accurate and timely reports to the Force Procurement Manager in order to support recommendations to Chief Officers, Head of Finance and other groups as appropriate. |                                                                                                                                                                                                                           |
|                                                                                                                                                                              | Be accountable for all Health and Safety issues, including risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974 |

### 3(a) **KNOWLEDGE AND EXPERIENCE:**

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

| <b>At unqualified level:</b>                                                                                                                                              | <b>At part qualified level:</b>                                                                                                                                                                                 | <b>At fully qualified level:</b>                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| On appointment requirement to be studying for the Chartered Institute of Procurement and Supply (CIPS) Level 4 Diploma and / or some Procurement related work experience. | Must hold CIPS Level 4 Diploma and be actively working towards Level 5 Advanced Diploma and / or equivalent Procurement related work experience dealing with higher value tender / projects in excess of £100K. | Must hold CIPS Level 6 Professional Diploma and / or significant Procurement related work experience leading on high level / complex procurement projects of significant value. |
| Competence to undertake, manage and complete low value tenders to the value of £100K.                                                                                     | Competence to undertake, manage and complete higher value tender / projects in excess of £100K                                                                                                                  | Competent in leading high level / complex procurement projects of significant value.                                                                                            |
| Competence to engage with stakeholders and lead smaller procurement projects and support projects led by qualified and part qualified Procurement Officers.               | Competence to engage with senior stakeholder and lead high value enterprise projects across the force and where appropriate deputise for the Force Procurement Manager at Force meetings / projects.            | Competence to deputise for the Force Procurement Manager at regional and national meetings / forums                                                                             |

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| Ability to manage tenders through the tender portal.                                                                                                                                                                                       | Ability to manage tenders through the tender portal and evaluate and moderate tenders with stakeholders                                                                                       | Ability to manage tenders through the tender portal and evaluate and moderate tenders with senior stakeholders                                                                                                             |
| Ability to provide advice to managers on procurement processes.                                                                                                                                                                            | Ability to provide an advisory and consultancy service to managers on all aspects of procurement including evaluation and moderation of tenders.                                              | Ability to provide an advisory and consultancy service to managers on all aspects of procurement including evaluation and moderation of complex tenders.                                                                   |
| Ability to generate reports and statistics from ICT Systems.                                                                                                                                                                               |                                                                                                                                                                                               |                                                                                                                                                                                                                            |
|                                                                                                                                                                                                                                            | Support Unqualified Procurement Officers with procurement direction on workload.                                                                                                              | Mentor and support Unqualified and part qualified Procurement Officers with procurement direction on workload.                                                                                                             |
|                                                                                                                                                                                                                                            | The postholder should have demonstrable experience across a range of environments within the procurement environment.                                                                         | The postholder should have significant demonstrable experience across a broad range of environments within the procurement department of a large and complex organisation.                                                 |
| The postholder should have knowledge of European Procurement Directives, Public Contract Regulations, Health and Safety legislation, Force Contract Standing Orders and Financial Regulations, together with Force Financial Instructions. |                                                                                                                                                                                               |                                                                                                                                                                                                                            |
| The postholder must have a knowledge of conducting low value tendering processes.                                                                                                                                                          | The postholder must have a thorough knowledge and experience of conducting tendering processes. Be able to draft, negotiate and manage procurement higher value processes and monitor, review | The postholder must have a thorough knowledge and experience of conducting tendering processes. Be able to draft, negotiate and manage complex procurement processes and monitor, review and evaluate contract compliance. |

|                                                                                                                                                                                  |                                                                                                                                                                               |  |
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|                                                                                                                                                                                  | and evaluate contract compliance.                                                                                                                                             |  |
| The postholder should possess effective interpersonal skills in order to negotiate and communicate effectively with contractors and tenderers, police officers and police staff. | The postholder should possess strong interpersonal skills in order to negotiate and communicate effectively with contractors and tenderers, police officers and police staff. |  |

**3(b)** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No

#### **4. RELATIONSHIPS:**

**(a) Supervisory responsibilities:**

| <b>At unqualified level:</b>            | <b>At part qualified level:</b>                                                                                   | <b>At fully qualified level:</b>                                                                                                    |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| No direct supervisory responsibilities. | No direct supervisory responsibilities however required to provide direction to Unqualified Procurement Officers. | No direct supervisory responsibilities however required to support and mentor Unqualified and Part Qualified Procurement Officers.. |

**(b) Supervision Received:**

Directly accountable to the Force Procurement Manager.

**(c) Other Contacts:**

**(i) Within Merseyside Police:**

Regular contact and stakeholder engagement with police officers and police staff in order to facilitate an effective service provision for the Force.

(ii) ***Outside Merseyside Police:***

Regular contact with contractors, tenderers and suppliers regarding matters pertinent to tenders and contracts within postholders area of responsibility.

Regular contact with officers from other forces, both regionally and nationally, regarding best practice relating to procurement.

**5. CONTEXT:**

(a) ***Operating Environment:*** (Services provided, work patterns, who are the customers).

Postholder works within the Force flexible working hour's scheme.

(b) ***Framework and Boundaries:*** (Policies and procedures which affect you and how these can be changed).

Ensures the Force's adherence to Contract Standing Orders and Financial Regulations, together with Force Financial Instructions, Health and Safety legislation, also all aspects of EU/WTO Procurement Directives, Public Contract Regulations and statutory legislation and recognised best practice, in order to meet operational needs.

(c) ***Organisation:*** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

None

**6. DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

***Financial:*** None

***Staff:*** None

***Other:*** None

**7. JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

Developing good working relationships with customers throughout the Force to ensure, wherever possible, they receive the right goods and services at the correct time and price, whilst ensuring best value.

Negotiating with contractors to ensure, where appropriate, the Force obtains the best terms and quality of service with postholders area of responsibility.

Working closely with other forces in the North West Region and all other forces when appropriate to identify best practice, and to facilitate joint contracts with suppliers, thereby producing savings in cost and time and enhancing product and service quality.

Keeping abreast of changes in relevant legislation and Force policies, identifying and evaluating their impact on the Force and reporting as appropriate to the Force Procurement Manager.

Ensuring that all initiatives undertaken by the Procurement Department are fully marketed to all our internal customers and outside agencies as appropriate.

[Where qualification is being sought] Study towards membership of the Chartered Institute of Procurement and Supply Level 6 Professional Diploma.

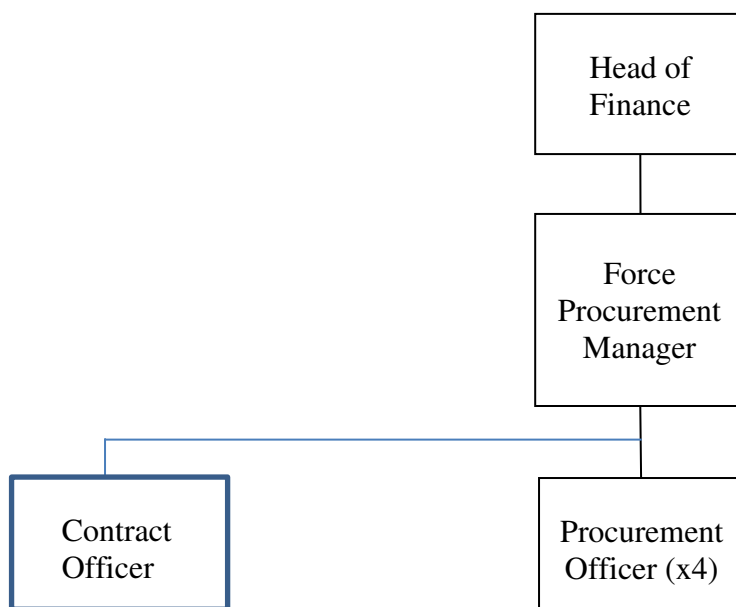
Demonstrate a strong personal commitment to delivering and achieving value for money, whilst providing a high quality of service.

## 8. **ADDITIONAL INFORMATION:**

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

## 9. **ORGANISATIONAL STRUCTURE:**

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



**10. AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER’S NAME:

(Please print in block capitals)

POSTHOLDER’S SIGNATURE:

Date:

Extn

MANAGER’S NAME:

(Please print in block capitals)

MANAGER’S SIGNATURE:

Date:

Extn