



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

POA CATEGORY CODE:

DIRECTORATE: Resources
STRAND/DEPT: Finance
SECTION: Procurement
JOB TITLE: **SENIOR PROCUREMENT OFFICER**
REPORTS TO: Force Procurement and Contracts Manager
CURRENT RANK/GRADE: **G**
DATE: September 2024

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

To support the Force Procurement and Contracts Manager in developing and maintaining a professionally qualified co-ordinated approach towards procurement and contract management for the Force, seeking value for money, relationship and performance management of suppliers and offering advice on all areas of purchasing and contract activity

2. PRINCIPAL ACCOUNTABILITIES:

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

- a) Deputise for the Force Procurement and Contracts Manager, take an active role in the performance and planning processes including Business Continuity. Co-ordinate and produce departmental performance indicator data and undertake any associated research on behalf of the Force Procurement and Contracts Manager in order to provide appropriate information.
- b) Provide advice and guidance to the Head of Finance and Chief Officers on behalf of or in the absence of the Procurement and Contracts Manager thus ensuring an effective service is provided.
- c) Lead on and undertake diverse, complex and high risk 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.
- d) Within allocated categories, lead, negotiate, construct and manage diverse and complex procurement contracts of significant value in line with customer requirements and prescribed timescales.

- e) Advise Chief Officers, budget holders and senior managers within the Force of tendering procedures, incorporating Contract Standing Orders, Financial Regulations and relevant legislation to ensure compliance.
- f) Proactively manage diverse, complex and high risk 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.
- g) 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.
- h) Represent the Force at local, regional and national level and lead on initiatives as appropriate ensuring best value to the Force is achieved.
- i) Produce accurate and timely reports to the Force Procurement and Contracts Manager in order to support recommendations to Chief Officers, Head of Finance and other groups as appropriate.
- j) 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?).

Must hold CIPS Level 6 Professional Diploma and / or significant Procurement related work experience leading on high level / complex procurement projects of significant value.

Competent in leading high level / complex procurement projects of significant value.

Must be able to confidently present information at Force Strategic meetings and provide advice and guidance to Chief Officers together with competence to deputise for the Force Procurement and Contracts Manager at regional and national meetings / forums.

Ability to manage tenders through the tender portal and evaluate and moderate tenders with senior stakeholders

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.

Mentor and support unqualified, part qualified and qualified Procurement Officers with procurement direction on workload.

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 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.

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

Must be able to travel around the Force and to Regional and national meetings.

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:*

No direct supervisory responsibilities however required to support and mentor Unqualified, Part Qualified and Qualified Procurement Officers.

Will be required to deputise for the Force Procurement and Contracts Manager, and will therefore on occasions assume management responsibility of the procurement team consisting of Procurement Officers (x 4) and Procurement Support Officer (x1)

(b) *Supervision Received:*

Directly accountable to the Force Procurement and Contracts 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.

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

Due the nature of the role the postholder will be expected to visit supplier sites, all force locations, attend regional and national meetings and visit other Forces.

(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: In deputising for the Force Procurement and Contracts Manager the postholder should have a knowledge awareness of budget administration. Providing financial management information to Budget Holders / Senior Finance Business Partners.

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 and Contracts Manager.

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

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

8. ADDITIONAL INFORMATION:

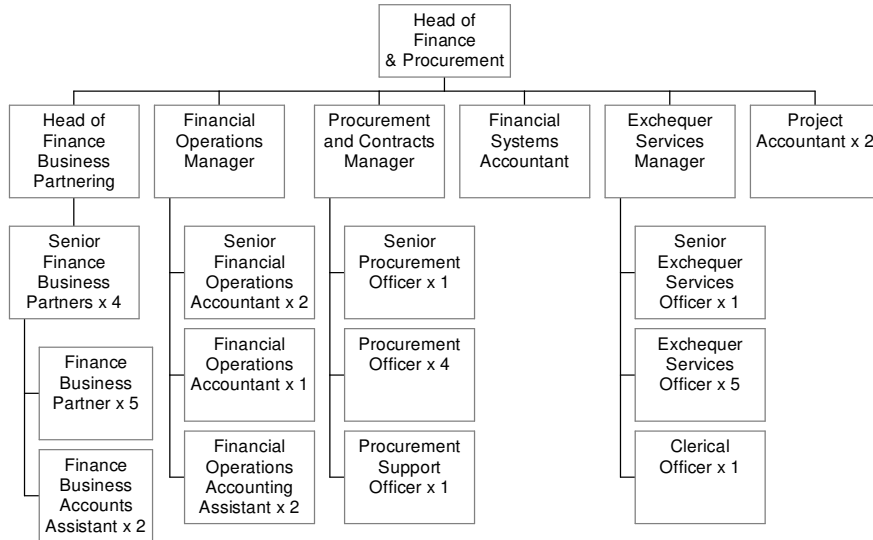
(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

9. VETTING LEVEL / POLITICALLY RESTRICTED :

(What level of vetting is required for the post and is it classed as a politically restricted post).

10. ORGANISATIONAL STRUCTURE:

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



11. 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