**Staffordshire Police - Role Profile**

**Procurement Officer**

**Reports to: Commercial Business Partner**

**Grade/Rank: F**

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| **Role Purpose** |
| To support procurement and contract management across both the OPCC and the Force with advice to support them to deliver thebest possible service within the resources available. |

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| **Responsibilities:** |
| 1. To support delivery of the Procurement, Purchasing, and Commercial strategies for the OPCC and the Force.
2. To comply with and advise managers across the OPCC and Force in relation operational procurement and commercial procedures.
3. To support addressing actions to procurement risk mitigation strategies managing the risks within the appetite of the Force and OPCC.
4. To update a partnership and contracts register whereby both organisations can identify the commercial benefits of the arrangements in place ensuring the benefits are realised and maximised.
5. To support delivery a contract management framework for both organisations to maximise the benefits of the contractual arrangements in place for third party service providers.
6. To support contract management meetings ensuring conformity to framework and mitigating contract risks.
7. To analyse framework agreements and collaboration arrangements detailing benefits and issues in relation to the needs of the OPCC and/or Force.
8. To comply with the OPCC and Force’s Contract Standing Orders.
9. Support the Commercial Services team in the day to day operations, and development of a professional service.
10. As a member of the Finance team contribute to the efficient running of the department and its future development.
11. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.

And to be accountable for: |
| **Behaviours**   |
| The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.This role should be operating at the following levels: |
| **Resolute, compassionate and committed** |
| We are emotionally aware | Valuing Diversity | Level 2 |
| Managing Sensitivities/Political Savvy | Level 2 |
| We take ownership | Customer Service | Level 2 |
| Maintaining Accuracy/Sustainable Working | Level 2 |
| **Inclusive, enabling and visionary leadership** |
| We are collaborative | Partner Working | Level 2 |
| Managing Complexity/Strategic Planning | Level 2 |
| We deliver, support and inspire | (self) Leadership | Level 2 |
| Supporting Colleagues/Coaching & Mentoring | Level 2 |
| **Intelligent, creative and informed policing** |
| We analyse critically | Problem Solving | Level 2 |
| Situational Judgement | Level 2 |
| We are innovative and open-minded | Continuous Improvement | Level 2 |
| Futurology | Level 2 |

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| **Education, Qualifications and Experience** |
| Essential: 1. Newly Chartered Procurement Qualification or working towards the Chartered Procurement Qualification
2. Experience of operating within a procurement environment.
3. Experience of advising Managers on compliance with procedures
4. Experience of contract management.
5. Proven experience of delivering on projects.
6. Demonstrate a track record of providing a high quality, customer focused service

Desirable:  |

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| **Skills Matrix** |
| Essential:1. Proven ability to build effective working relationships with managers and colleagues
2. Ability to interpret and extrapolate data and present in a clear, well-structured way
3. Effective interpersonal skills.
4. Good level of communication skills

Desirable: |

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| **CPD Requirements**  |
| Maintain up to date knowledge of operational best practice in relation to procurement and commercial activities |

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| **Professional Registration/Licences**  |
| **Chartered Procurement Qualification or working towards** |

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| **Special Conditions** |
| Own car for business use | Yes |
| Higher level vetting required | yes |
| Requirement to wear Uniform | No |
| Requirement for post entry training | Yes |
| Fixed Hours | No |
| Weekend working expected | No |
| Shift allowance  | No |
| Fixed term or temporary role | No |
| Politically Restricted | No |
| On call/standby rota | No |
| Flexitime Role | yes |
| Notice Period | 1 week | 28 Days | 1 month | 3 months |  |

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| **Agile Profile**  |
| **Agile within the constraints of delivering operational requirements**  |