



# Staffordshire Police - Role Profile

## Procurement Officer

**Reports to: Commercial Business Partner**

**Grade/Rank: F**

### Role Purpose

To support procurement and contract management across both the OPCC and the Force with advice to support them to deliver the best possible service within the resources available.

### 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

### 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:

### 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:

### CPD Requirements

Maintain up to date knowledge of operational best practice in relation to procurement and commercial activities

### Professional Registration/Licences

Chartered Procurement Qualification or working towards

### 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	28	1 month	3	



	week	Days		months	
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### Agile Profile

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