



Staffordshire Police - Role Profile

Commercial Business Partner

Reports to: Head of Commercial Services

Grade/Rank: H

Role Purpose

To provide Commercial Support to Directorate leads and Managers across both the OPCC, Staffordshire Fire and the Force with professional procurement and business advice to support them to deliver the best possible service within the resources available.

To deliver the Force, Fire and OPCC's Procurement, Purchasing and Commercial Strategies and advise on compliance with these Strategies.

To ensure the Force, Fire and OPCC's commercial expenditure delivers value for money to both organisations maximising the use of resources.

Responsibilities:

- 1 To drive the implementation of and compliance with Procurement, Purchasing, and Commercial strategies for the OPCC, Fire and the Force maximising the commercial benefits for all organisations.
- 2 To ensure operational procedures are implemented and complied with across the OPCC, Fire and the Force to maximise efficiency and benefits of the strategies.
- 3 To address actions to procurement risk mitigation strategies managing the risks within the appetite of the Force, Fire and OPCC.
- 4 To maintain a partnership and contracts register whereby all organisations can identify the commercial benefits of the arrangements in place ensuring the benefits are realised and maximised.
- 5 To implement and ensure compliance with a contract management framework that supports all organisations to maximise the benefits of the contractual arrangements in place for third party service providers.
- 6 To lead, co-ordinate and manage contract management meetings ensuring conformity to framework and mitigating contract risks driving contractual performance.
- 7 To ensure any framework agreements and collaboration arrangements address the needs of the OPCC, Fire and/or Force.
- 8 To monitor compliance with the OPCC, Fire and Force's Contract Standing Orders.
- 9 Support the Head of Commercial Services in the day to day leadership,



management and development of Commercial Services in the delivery 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:

Procurement Officer (CIPS Trainee) and to support them with their professional development

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 3
	Managing Sensitivities/Political Savvy	Level 3
We take ownership	Customer Service	Level 3
	Maintaining Accuracy/Sustainable Working	Level 3

Inclusive, enabling and visionary leadership

We are collaborative	Partner Working	Level 3
	Managing Complexity/Strategic Planning	Level 3
We deliver, support and inspire	(self) Leadership	Level 3
	Supporting Colleagues/Coaching & Mentoring	Level 3

Intelligent, creative and informed policing

We analyse critically	Problem Solving	Level 3
	Situational Judgement	Level 3
We are innovative and open-minded	Continuous Improvement	Level 3
	Futurology	Level 3



Education, Qualifications and Experience

Essential:

1. Chartered Procurement Qualification or Level 6 Business Management Qualification or equivalent experience with strong evidence of Procurement knowledge
2. Substantial experience of operating at a Manager level.
3. Relevant experience of managing and controlling commercial activity in an organisation and providing effective communication to Third Parties.
4. Proven experience of managing projects and / or business change
5. Demonstrate a track record of providing a high quality, customer focused service

Desirable:

1. Prince 2 project management qualification
2. Lean Sixth Sigma

Skills Matrix

Essential:

1. Proven ability to build effective working relationships at all levels of the organisation
2. Ability to interpret and extrapolate data and present in a clear, well-structured way that can be easily understood by all users
3. Strong knowledge of excel
4. Ability to address the procurement implications of business decisions.
5. Strong effective interpersonal skills.
6. Good level of communication, negotiation and influencing skills

Desirable:

CPD Requirements

Maintain up to date knowledge of legislative and regulatory arrangements including operational best practice in relation to procurement and commercial activities

Professional Registration/Licences

Chartered Procurement Qualification and/or Level 6 Business Management Qualification

Special Conditions

Own car for business use	Yes
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Higher level vetting required	No
Requirement to wear Uniform	No
Requirement for post entry training	No
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 - 37 hours over 5 days Mon - Fri
Notice Period	1 week 28 Days 1 month 3 months

Limited Duties

None

Agile Profile

Agile within the constraints of delivering operational requirements and team management requirements