



# Staffordshire Police - Role Profile

## Purchasing Officer

Reports to: Senior Purchasing Officer

Grade/Rank: E

### Role Purpose

To provide effective support to the organisation in the purchasing of goods and services.

To monitor performance in relation to use of purchase orders and receipting of goods and services.

### Responsibilities:

- 1 To monitor compliance with policies and procedures in place for purchasing goods and services.
- 2 To have oversight of the raising of purchase orders, ensuring there is compliance at all times and addressing training needs where appropriate.
- 3 To promote the use of purchase orders across the Force and OPCC.
- 4 Where a purchase order cannot be used ensure there is an appropriate route to purchase followed (eg Use of a credit card)
- 5 To ensure the Scheme of Delegation is maintained and that all purchase orders are appropriately authorised.
- 6 To ensure amendments made to purchase orders are managed so the supply chain is clear on the requirements of the Force and OPCC.
- 7 To work with managers across the business to ensure catalogues within the system address business need. To promote the use of catalogues and purchase orders.
- 8 To ensure goods and services are receipted in the system in a timely manner. To work with the Senior Purchasing Officer to monitor activity reports and address non-compliance
- 9 To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.

### 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 1b
	Managing Sensitivities/Political Savvy	Level 1b
We take ownership	Customer Service	Level 1b
	Maintaining Accuracy/Sustainable Working	Level 1b

**Inclusive, enabling and visionary leadership**

We are collaborative	Partner Working	Level 1b
	Managing Complexity/Strategic Planning	Level 1b
We deliver, support and inspire	(self) Leadership	Level 1b
	Supporting Colleagues/Coaching & Mentoring	Level 1b

**Intelligent, creative and informed policing**

We analyse critically	Problem Solving	Level 1b
	Situational Judgement	Level 1b
We are innovative and open-minded	Continuous Improvement	Level 1b
	Futurology	Level 1b

**Education, Qualifications and Experience**

Essential:

1. Ability to interpret organisational policy to ensure compliance is maintained.
2. Relevant understanding of a purchase order system with knowledge of relevant transaction flows.
3. An understanding of a purchase ledger procedures.
4. Demonstrate a track record of providing a high quality, customer focused financial service

Desirable:

**Skills Matrix**

Essential:

1. Ability to build effective working relationships at all levels of the organisation
2. Effective interpersonal skills.
3. Good level of communication skills



Desirable:

### CPD Requirements

None

### Professional Registration/Licences

None

### Limited Duties

None

### Agile Profile

**Agile with a view to service delivery and team management requirements**

### Special Conditions

Own car for business use	No				
Higher level vetting required	No				
Requirement to wear Uniform	No				
Requirement for post entry training	No				
Hours	37 hours per week Monday - Friday				
Weekend working expected	No				
Shift allowance	No				
Fixed term or temporary role	No				
Welfare	No				
On call/standby rota	No				
Flexitime Role	Yes				
Notice Period			1 month		