**Staffordshire Police - Role Profile**

**Purchasing Officer**

**Reports to: Senior Purchasing Officer**

**Grade/Rank: E**

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| **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. |

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| **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 good and services are receipted in the system in a timely manner. To work with the Senior Purchasing Officer to monitor activity reports and address none 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 |

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| **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: |

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| **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: |

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| **CPD Requirements** |
| None |

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| **Professional Registration/Licences** |
| **None** |

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| **Limited Duties** |
| **None** |

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

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| **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 |  |  |