**Staffordshire Police - Role Profile**

**Commercial Business Partner**

**Reports to: Head of Commercial Services**

**Grade/Rank: H**

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| **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 thebest 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. |

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| **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 |

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| **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
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| **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: |

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

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| **Professional Registration/Licences**  |
| **Chartered Procurement Qualification and/or Level 6 Business Management Qualification** |

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| **Special Conditions** |
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|  | Own car for business use | Yes |  |
| 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 |

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

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| **Agile Profile**  |
| **Agile within the constraints of delivering operational requirements and team management requirements** |