

<b>Job Title:</b>	<b>Procurement Manager</b>		
<b>Post Reference</b>	CCF FINPROC PM	<b>Temporary/Permanent</b>	Permanent
<b>Grade:</b>	7	<b>Hours:</b>	37 hours per week (flexible)
<b>Reports to:</b>	Deputy Head of Finance and Procurement		
<b>Line Management responsibilities:</b> (Direct and Indirect)	4 direct posts		
<b>Directorate/ department:</b>	Corporate Services / Finance and Procurement		
<b>Location:</b>	Newsham Court		
<b>Politically restricted:</b>	No		
<b>Level of DBS Check Required</b>	<input checked="" type="checkbox"/> <b>Standard</b> <input type="checkbox"/> <b>Enhanced</b> <input type="checkbox"/> <b>Enhanced (with barred Child)</b> <input type="checkbox"/> <b>Enhanced (with barred Adult)</b>		

**Main Purpose of the Job:**

To be the professional lead and procurement expert able to provide the Authority with relevant up-to-date commercial advice across a range of spend categories for the whole organisation, which is compliant with all relevant legislation.

Deliver procurement activities for the whole organisation, ensuring there is full engagement with key stakeholders.

Directly manage and oversee the development of tenders and contract documentation for high profile capital projects and key operational requirements.

Provide continuous service improvement through training for non-procurement staff and the development of Procurement team members.

Operate at both a strategic and operational level inputting into future programmes that will achieve new efficiencies and deliver longer-term savings for the whole organisation.

To directly manage complex tender activity both collaboratively and cross sector (including NFCC), ensuring that all competitive activities are carried out in accordance with all regulatory frameworks and designed to achieve the best outcome from the market for all parties.

Proactively identify opportunities for efficiency, sharing or alternative delivery models and escalate these through the appropriate management structures.

Maintain oversight of key corporate objectives and strategic commitments to ensure that procurement projects and work packages are prioritised accordingly.

Ensure lessons are learnt from key procurement projects and distilled and shared to maximise organisational learning.

Maintain oversight of all the projects within the programmes to ensure that interdependencies between projects are identified and managed.

Manage effective communications using a range of communication tools and contribute to procurement consultations with managers, staff, and stakeholders.

Ensure all procurement needs of the organisation are captured in the procurement pipeline document and communicated to the Senior Leadership Team.

Provide professional expertise and direct assistance to the leadership team and managers whilst providing strong leadership and management to the procurement team.

Use best practice project management methodologies to deliver successful procurement outcomes.

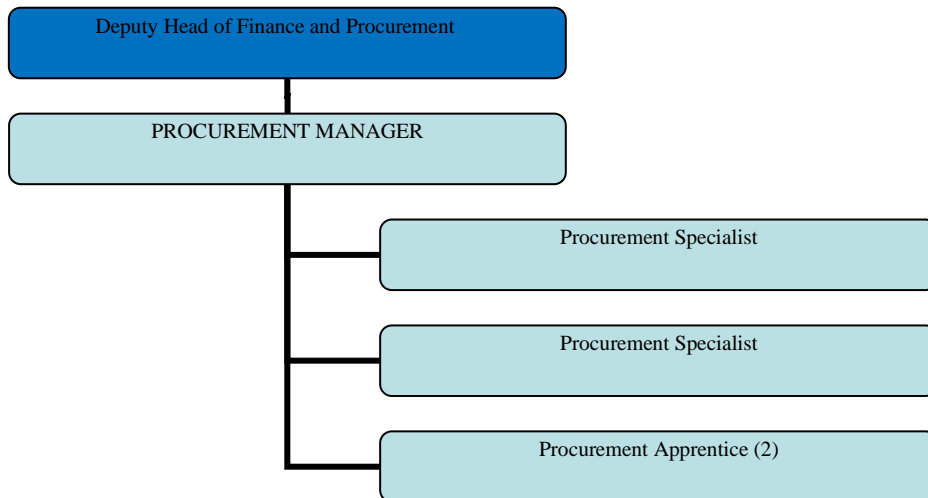
Attend external and internal Fire Authority meetings and Senior Leadership meetings when required to present Procurement papers.

Be accountable for the development, implementation, management, and provision of all procurement services across the entire organisation. The post holder will be expected to design and implement delivery strategies and deliver all aspects of procurement management.

Finance/budget management responsibilities:

- Overseeing of all revenue procurement of goods and services (annual expenditure of circa £9m)
- Overseeing the Capital Budgets, circa £4m per annum.

## Organisational Structure – Procurement



### Key responsibilities and Deliverables

Responsible for the procurement of key capital projects, ensuring they deliver value for money and are procured in the most efficient manner.

Deliver key procurement activities linked to RBFRS's strategic priorities and ensure they are in line with the NFCC Service Improvement Programme.

Ensure that tendering, negotiation, and contract award requirements are complied with in accordance with current legislation and Authority Contract Regulations.

Ensure contract management is in place and contracts are efficiently managed.

Maintain high levels of performance and continuous learning across the team, driving delivery of outcomes including achieving savings and efficiencies.

Lead and manage all aspects of the Procurement function to deliver requirements for the whole organisation, providing technical support and advice across the organisation on technical matters and pro-actively lead the development of the Procurement Officers.

Develop and deliver best practice procurement and be recognised both internally and externally as a centre of excellence.

Maintain regular communication with managers and service heads to oversee procurement activities from concept through to contract award based on departmental needs.

Provide customer and supplier feedback and support continuous service improvement, challenging existing practice and actively seeking ways of achieving better outcomes and leaner delivery.

Lead on the provision of information to meet statutory and legislative external needs and to meet internal reporting requirements.

Advise on opportunities to deliver any process changes through working with key stakeholders ensuring that all advice is supported by robust analysis of options that will deliver value for money.

## Personal Specification

Qualifications and training	On recruitment	After Training
CIPS Level 6 Professional Diploma in Procurement and Supply Certificate or Equivalent or Extensive experience of public sector procurement.	•	
Member of the Chartered Institute of Purchasing and Supply (MCIPS)	•	

Knowledge, skills and experience	On recruitment	After Training
Fully competent in Microsoft Office applications (Word and Excel)	•	
Ability to analyse financial and contractual information	•	
Experience of delivering improved value for money through effective contract management and procurement design	•	
Experience of managing and advising of key contract management issues, negotiating contract terms	•	
Extensive knowledge of public sector procurement (this can be through working in the Fire, Police, local government, or University sector), working knowledge of PCR15 and willingness to learn and adopt new	•	
Extensive knowledge of public sector procurement and contract regulations	•	
Strong stakeholder engagement skills and ability to identify solutions to support customers.	•	
Extensive experience of designing and leading tenders and sourcing processes across a diverse range of different spend categories within the public sector	•	
Good written communication skills	•	
Ability to work at pace with conflicting priorities	•	
Good oral communication skills, in order to negotiate effectively and provide advice to a range of stakeholders	•	
Ability to problem solve and find effective solutions	•	
Enthusiasm to develop technical knowledge, skills, and experience across a team	•	
A track record of managing, delivering, and improving third party spend through effective Contract Management and a commercial approach to procurement	•	
Knowledge and awareness of the sensitive nature of a political environment	•	
Experience of leading and developing a team to meet desired outcomes and continuous improvement	•	

Understanding of social value and including how to embed through procurement to achieve objectives.	•	
Experience of meeting tight deadlines and prioritising workloads	•	

### Other Requirements

Ability to travel to other locations within the county of Berkshire.  
Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

### RBFRS Behaviours

RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below

- Leading Yourself
- Leading Others
- Leading the Function
- Leading the Service

Personal Impact	Comply with all finance and procurement policies, procedures, and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS code of Conduct and related policies.  Take responsibility for your own performance (including personal fitness) and participate positively in development activities.
Working Together	Promote and adhere to the Service's policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice. Contribute to the development of others.
Service Delivery to our communities	Treat members of the public with respect. Respond to the different needs of individuals and groups within the organisation and in the community.
Organisational Effectiveness	Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity, and behaviour. Demonstrate commitment to helping the service achieve its corporate commitments and vision.
Safety and Wellbeing	Practice and promote the Services policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.

<b>Profile prepared by:</b>	Irene Kema Onyeri
<b>Approved by:</b>	Conor Byrne

Job Profile Greenbook [F600]

<b>Profile Effective from:</b>	28/09/2023	<b>Last reviewed:</b>	28/09/2023
<b>Post holder name</b>		<b>Signature</b>	
		<b>Date</b>	