

Job Profile

Senior Procurement Officer - GFRS

JE ID 15714

Grade: 9/10

Date created: Jan 2021

About the Job: Working within Gloucestershire Fire and Rescue (GFRS) and as part of the Council's Strategic Procurement Service you will manage the delivery of high value and more complex tenders for Gloucestershire Fire and Rescue (GFRS). This is one of a number of posts in the Strategic Procurement Service that work flexibly to support the procurement needs of the Council. Success will depend on developing critical relationships at all levels, particularly with directors, lead commissioners, outcome managers, senior managers and others who influence commercial outcomes. You will be expected to demonstrate a high level of commercial knowledge and expertise perhaps in a specialist subject area and undertake discreet commercial projects.

This is what we need you to do - Provide commissioners or other clients with pragmatic and informed advice so that customer outcomes and value for money requirements met or exceeded. Specifically you will need to;

- Use specialist knowledge or expertise, e.g. supplier or market research, cost modelling, risk transfer or benchmarking to achieve superior outcomes
- Use information and analysis to inform the development of commissioning and commercial thinking.
- Undertake or lead discreet procurement projects and attend project/review board meetings as required.
- Assess Social Value and work to maximise it through your work.
- Ensure effective communication and engagement with stakeholders and partners (including external suppliers).
- Assess and manage the risk associated with each activity.
- Keep up-to-date with relevant policy, best practice and legislative changes.
- Work on more complex innovative or higher risk tender or in areas where the supply market is less well developed.

- Work with legal and other professional experts to develop the form of contract, special terms and conditions, KPI's and where appropriate incentive or payment strategies.
- Prepare a procurement strategy that describes your procurement findings and recommended approach.
- Ensure that specifications and outcomes are expressed in a meaningful way that can be priced by the market.
- Develop evaluation models to achieve the desired outcome and best value for money.
- Ensure compliance with all legal and Council requirements and policies.
- Prepare a tender evaluation report on completion of the tender exercise.
- Apply specialist knowledge and expertise and use critical evaluation and interpretation of data and information to create a mandate for change.
- Working with the Procurement Business Partner, undertake or lead category or procurement reviews that result in actions to improve service outcomes, value for money or risk.

Special Conditions

- None.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Worked in procurement within emergency services or local government
- Worked with less direct supervision or guidance where the project or service solution is perhaps less developed or more innovative.
- Translated often technical or complex commissioning needs and outcomes into specification and tender documents.
- Experience of managing significant or complex tenders.
- Researched markets and suppliers and understand how to develop a tender to gain maximum value for money whilst managing risk.
- Evaluated the makeup of cost and used cost reduction techniques to improve value for money.
- Built and maintained productive relationships, including those with key stakeholders and external organisations.
- Worked in a structured or project based environment.
- Worked independently or with others to deliver discreet projects.
- Developed communication and stakeholder management plans.
- Produced written and verbal summaries.

Knowledge, Skills and Understanding

- Proven delivery skills and experience of working to tight, pressurised deadlines in complex matrix managed organisations.
- Knowledge of procurement regulations and at least a good/expert understanding of contract law, risk management and contract management.
- An ability to compile a tender to achieve the desired outcomes and deliver best value for money and an appropriate balance of risk and reward.
- An ability to add value through expert knowledge and understanding of a given outcome/portfolio area.
- Excellent written and verbal communication skills including report writing and the ability to simplify technical and complex information.
- Good commercial skills, including cost modelling, negotiation, project management, benchmarking, financial management and other business improvement techniques.

Behavioural attributes

- The ability to work effectively with people at all levels internally and externally.
- A high level of commercial and cost awareness.
- Customer focus and able to communicate appropriately.
- The ability to challenge and influence effectively.
- Emotional resilience.
- Flexibility, creativity and self motivation.
- Strong organisational and time management skills.

Education & Qualifications

- High level of literacy and numeracy evidenced by A levels or equivalent. Grade A – C.
- Possess or be capable of working towards a recognised professional qualification (CIPS level 4 or above) or related graduate level discipline. or equivalent by experience.

In addition the grade 10 will have the following

- Supervision of Procurement Officers
- Ability to Deputise for Procurement Business Partner.
- Ability to deal with complex issues such as Litigation and complex FOI's
- Ability to influence at a senior level, including building productive relationships between people, business units or external suppliers.
- Political awareness and ability to work with Chief Officers and Lead Cabinet Members.
- Possess or be prepared to work towards achieving a recognised professional qualification (CIPS level 5/6) or related graduate level discipline.