**TITLE OF POST: PROCUREMENT SERVICES MANAGER**

**GRADE: POG SCP 41 - 44**

**RESPONSIBLE TO: HEAD OF FINANCE, PROCUREMENT AND PAYROLL**

**MAIN PURPOSE OF JOB:**

The Procurement Services Manager is responsible for ensuring the management and delivery of the Service’s procurement business to support the vision and delivery of Creating the Safest Community.

Reporting to the Head of Finance, Procurement and Payroll you will contribute to our strategic goals by shaping and driving the Procurement agenda, through our management departmental strategies as well as ensuring efficiencies are achieved and that quality Procurement services are provided at all times.

# 1 MANAGEMENT DUTIES (GENERAL POLICY)

* 1. To promote the Service Vision, ‘Creating the Safest Community’.
	2. Supporting the Head of Finance, Procurement and Payroll to efficiently manage and deliver departmental activities within the Service.
	3. Working closely with the Head of Finance, Procurement and Payroll to manage the implementation of the Authority’s strategic and Integrated Risk Management Plans.
	4. Supporting the Head of Finance, Procurement and Payroll in the development and evaluation of strategic organisational projects and activities relative to the work of the Finance, Procurement and Payroll department by applying appropriate management strategies.
	5. Manage the development and implementation of relevant departmental policies and procedures in line with relevant national policy and ensure compliance in relation to all relevant regulations and legislation.
	6. Supporting the Head of Finance, Procurement and Payroll in the preparation, monitoring and review of revenue and capital budgets as appropriate.
	7. Continuously review working practices to identify and lead on change programmes to promote continuous improvement.
	8. Encourage appropriate and robust quality and assurance systems within the department.
	9. Establish, develop and maintain positive and effective liaison links with appropriate organisations and partners as required.
	10. Prepare and produce quality management reports for consideration by the Fire Authority, Senior Management Team and other groups.
	11. Manage the implementation of strategically sound business continuity plans which offer an appropriate level of resilience to the Service, where required.
	12. Working with the Head of Finance, Procurement and Payroll to drive the performance of our people through transparent, structured Personal Development Plans. Manage performance through objective setting, timely reviews and where required structured development plans.
	13. Ensure complete compliance with the Data Protection Act and to ensure data security is maintained.
	14. Undertake any other duties as directed.

**2. ROLE SPECIFIC DUTIES**

* 1. To be responsible for the effective development, management and delivery of a professional procurement service. Planning workloads, processes and ensuring goods and services are procured in accordance with EU Procurement Regulations and the Fire and Rescue Authority’s Standing Orders, Financial Regulations and policies, business needs and stakeholder requirements.
	2. To provide knowledge, experience and guidance to Procurement Advisors.
	3. To be responsible for the monitoring and review of budgets associated with the Procurement Services function.
	4. Take responsibility for all procurement projects of significant value and/or risk.
	5. Analyse and prioritise spend activity and identify key areas for cost savings.
	6. Responsible for the internal performance management of procurement activities; ensuring they meet with internal and external audit requirements and take appropriate action where necessary

* 1. Provide advice and guidance to Service personnel with regard to procurement activities
	2. Responsible for the delivery of procurement awareness training to relevant personnel.
	3. Support of National and Regional procurement activities as appropriate, providing procurement solutions to deliver significant improvements in processes and costs.
	4. Organise and manage supplies and services contracts, ensuring partnership agreements and Service Level Agreements meet the needs of the Service.
	5. Manage the disposal of goods found to be obsolete or in excess of requirements in accordance with the Authority’s Financial Regulations.
	6. Responsible for the review and evaluation of procurement activities to inform any relevant recommendations for improvement.
	7. Ensure any IT based procurement management systems are appropriate to the needs to the function.
	8. Represent the function at internal and external meetings and events.
	9. Develop and produce a variety of management and departmental reports.
	10. To attend internal and external training courses as necessary.
	11. Identify and recommend to the Head of Finance, Procurement and Payroll areas of potential Improvement.
1. **HEALTH AND SAFETY (GENERAL POLICY)**
	1. By reference to current health and safety legislation and the Service's Health and Safety Policy to

ensure that all employees:-

* 1. Take reasonable care for their own health and safety.

3.3 Consider the safety of other persons who may be affected by their acts or omissions and to

 Cooperate with their employer to perform and comply with any duties or requirements imposed

 upon them.

* 1. Work with machinery, equipment and substances in accordance with information and training

 provided.

* 1. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for

 the purpose of health, safety and welfare.

* 1. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety

 arrangements, to a responsible person without delay.

* 1. Conduct line management responsibilities in relation to Section 2.1 of the Service’s Health, Safety

 and Welfare Manual.

1. **EQUALITY AND DIVERSITY (GENERAL POLICY)**

4.1 To be responsible for managing equality and diversity policies through leadership and a positive attitude to secure continuous improvement in organisational culture.

4.2 To ensure an understanding and commitment to diversity and equality in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.

4.3 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.

4.4 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

1. **SAFEGUARDING**

	1. To promote the application of the Authority’s Safeguarding Policies.

**6 ENVIRONMENT STRATEGY**

6.1 To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.