

**Northumberland County Council  
JOB DESCRIPTION**

<b>Post Title: Technical Officer – Fire &amp; Rescue Specialist Procurement &amp; Stores</b>		<b>Director/Service/Sector:</b> Fire & Rescue – Fire Support Services		<b>Office Use</b>
<b>Grade: Band 7</b>		<b>Workplace:</b> Fire & Rescue HQ		<b>JE ref: 2314</b>
<b>Responsible to: Station Manager, Technical and Support, Fire Support Services</b>		<b>Date: November 2011</b>	<b>Manager Level:</b>	<b>HRMS ref:</b>
<p><b>Job Purpose:</b></p> <p>To support the Fire Support Services (FSS) Senior Management in delivering the priorities and functions of the department.          To maintain an effective stores provision to ensure risk critical emergency response functions are maintained.          To support the delivery of essential technical and support services to other departments within Fire &amp; Rescue.</p>				
<b>Resources</b>	<b>Staff</b>	3 staff, Admin Assistant (Band 3), Stores Assistant (Band 2) and 1 Apprentice		
	<b>Finance</b>	Supporting the management of and advising on Fire and Rescue Service procurement activities. Monitoring of the Service Personal Protective Equipment (PPE) and uniform budgets. Approx £80k per annum		
	<b>Physical</b>	Responsible for data management of procurement information. Software systems relevant to role. Risk critical data for a 24/7 emergency service. Commercially sensitive and confidential data relating to procurement specifications and tendering documents.		
	<b>Clients</b>	Managers and staff within Fire & Rescue and County Council, partner organisations and suppliers. Representatives of specialist equipment suppliers.		
<p><b>Duties and key result areas:</b></p> <ol style="list-style-type: none"> <li>1. To provide specialist advice and guidance on the procurement of fire service specialist equipment, including leading on specific procurement and tendering projects for equipment and services.</li> <li>2. To lead on coordination of equipment evaluation and manage procurement asset plan,</li> <li>3. Be responsible for the effective maintenance of asset tracking systems and processes for risk critical equipment and personal protection equipment (PPE).</li> <li>4. To be responsible for the management of stores processes, including audits and regular stock checks of equipment.</li> <li>5. To support and monitor the management of new issue, repair and replacement of PPE.</li> <li>6. Supporting the management and co-ordination of the annual testing of risk critical personal protection equipment (PPE).</li> <li>7. To act as the liaison between Fire &amp; Rescue and the providers of stores services and PPE services. Including contract and service provision.</li> </ol>				

8. To act as the liaison between Fire & Rescue & Tyne & Wear Fire & Rescue Service (TWFRS) as the providers of stores services and PPE services, monitor and manage performance providing Senior Management with regular reports.
9. Responsible for the identification, production and review of policies and procedures (Notes for Guidance) and associated documentation.
10. To be responsible for the regular review of periodic inspection and testing schedules for all operational equipment as per manufacturers guidance and Service policies.
11. To assist in the management of the uniform budget, monitoring costs and reporting to Senior Management on a regular basis.
12. Design and implementation of databases and electronic systems to support departmental objectives in the provision of support services to NFRS.
13. To provide quality assurance of procurement processes within Fire & Rescue.
14. Represent NFRS at meetings, working parties and other groups as required appropriate to the role.
15. To research, collate, and analyse regional and national imperatives acting upon designated FSS areas of responsibility. Providing recommendations and solutions as necessary.
16. Manage and administrate the operational response staffing systems to ensure full compliance with standards of fire cover in respect of crew and officer availability and fire appliance turnout 24/7.
17. To develop, implement and manage systems in order to maintain a register of key contracts and service level agreements in order to ensure compliance with Financial Regulations
18. To lead on the management of financial processes, including undertaking year end budget procedures for Fire & Rescue and reviewing financial processes. Responsible for the administration of pay bills, invoice debtors, standing orders and expenses.
19. To provide support and training to Managers and other key staff in procurement processes.
20. Responsible as line management for Stores and Admin Support including health, safety and welfare.
21. To be responsible for risk assessments and equality assessments as appropriate to the role.
22. To support the project management of department priorities and initiatives as appropriate to the role.

*The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.*

### **Work Arrangements**

Transport requirements:	Ability to meet travel requirements of the post. Travel required to Fire and Rescue sites, regional Fire Service sites and, on occasion national locations.
Working patterns:	Full time, standard office hours with flexibility for evening and weekend working to meet the demands of a 24/7 emergency response organisation. Occasional overnight stay when attending meetings at other locations.
Working condition:	Office based in Fire Support Services with some off site working. Occasional manual handling required when issuing equipment and PPE

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**PERSON SPECIFICATION**

<b>Post Title: Technical Officer – Fire &amp; Rescue Specialist Procurement</b>	<b>Director/Service/Sector: Fire Rescue</b>	<b>Ref: 2314</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>● Degree level relevant qualification</li> <li>● Detailed knowledge of prevailing inter/national legislation, regulation and best practice relating to procurement.</li> <li>● Working knowledge of local authority procurement and financial procedures.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of national fire procurement issues and processes.</li> <li>● Supply and Purchasing qualifications</li> <li>● Knowledge of Oracle e-business systems</li> <li>● IOSH or similar qualification</li> <li>● Understanding and awareness of public sector policies and procedures</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>● Experience of preparing, implementing and monitoring of Service Level Agreements / Contracts.</li> <li>● Experience of budget management.</li> <li>● Partnership working with other authorities at a local and regional level</li> <li>● Knowledge of EU Public Contract Regulations and e-procurement and e-tendering.</li> <li>● Experience in the practical delivery of information management systems including asset management systems</li> <li>● Experience of stores and stock management systems for risk critical equipment</li> <li>● Experience and understanding of procurement rules and regulations.</li> <li>● Experience of developing quality systems</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding of the organisational and procedural aspects of local government and the financial constraints it is working under.</li> <li>● Knowledge of the work of the Fire Service and related organisations</li> <li>● Experience in managing and developing staff.</li> <li>● Proficient in the practical application of Microsoft Office software and other IT systems</li> <li>● Experience in Project Management</li> <li>● Experience of providing coaching and training.</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>● Able to demonstrate a high level of practical ICT skills</li> <li>● Excellent interpersonal skills and an ability to liaise effectively with a variety of people at all levels.</li> <li>● Enthusiastic, responsible, flexible, articulate and innovative</li> <li>● Ability to meet deadlines, work under pressure, prepare reports and initiate action</li> <li>● Able to work unsupervised and use initiative</li> </ul>		

<ul style="list-style-type: none"> <li>• Flexible approach</li> <li>• Negotiation skills and able to persuade others to an alternative point of view.</li> </ul>		
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• Regular working to strict deadlines often with conflicting requirements and with short notice</li> <li>• Able to work with difficult and demanding people and situations</li> <li>• Dexterity, co-ordination and sensory skills to achieve the required standard of keyboard accuracy</li> <li>• Willingness to accept responsibility in the absence of the line manager</li> <li>• Regular prolonged periods of concentration to maintain accuracy when developing contractual and tendering documentation.</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>• Able to meet transport requirements of the post in respect of use of vehicles.</li> <li>• Willingness to work outside of normal office hours.</li> </ul>		