



## Job Description

**Job Title:**

Procurement Officer

**Responsible To:**

Deputy Head of Procurement

**Responsible For:**

None

**Grade:**

Grade 6 Bar 7

Grade 6, Spinal Column Point 20-27, £32,597- £38,220

Grade 7, Spinal Column Point 28-32, £39,152- £42,839

**Hours:**

36.25 hours per week

**Location:**

Lancashire Fire and Rescue Service Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH

**Other terms and conditions:**

- National Joint Council for Local Government Services
- A Flexi Time Scheme is in operation
- Ad Hoc Car User

**Special Requirements**

- It is a requirement of the post that the post holder holds a current category 'B' (car) full driving licence.

## **Our Aim**

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection, and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

## **Our Priorities**

- Valuing our people so they can focus on making Lancashire safer.
- Preventing fires and other emergencies from happening.
- Protecting people and property when fires happen.
- Responding to emergencies quickly and competently.
- Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do, and our Service values 'Strive' reflects the behaviours we expect from our staff:

- Service: Making Lancashire safer is the most important thing we do.
- Trust: We trust the people we work with.
- Respect: We respect each other.
- Integrity: We do what we say we will do.
- Valued: We actively listen to others.
- Empowered: We contribute to decisions and improvements.

The Service values are underpinned by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour:

- Putting our communities first: we put the interest of the public, the community and service users first.
- Integrity: we act with integrity including being open, honest and consistent in everything we do.
- Dignity and respect: making decisions objectively based on evidence, without discrimination or bias.
- Leadership: we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
- Equality, diversity, and inclusion: We continually recognise and promote the value of equality, diversity, and inclusion both within the Fire and Rescue Service's and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected to behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of us.

You can read our full [Community Risk Management Plan](#).

## **Job Role**

The role of the Procurement Officer is to contribute to the work of the Lancashire Fire and Rescue Service by: -

- Directly providing a range of services relating to the procurement of goods, services and works.
- Undertake procurement and tender activity in line with Public Contracts Regulations and the Procurement Act 2023.
- To support a 'best value' procurement environment, including ongoing contract management supporting Corporate Plans.
- Provide commercial / procurement advice.
- Produce quality reports to assist in overall planning.

These duties are to be carried out within the framework of policies and procedures determined by the Combined Fire Authority and Fire and Rescue Service Management Team.

The post holder is expected to abide by the CIPS Code of Conduct/Ethics for Procurement Professionals.

## **Responsibilities**

### **Grade 6:**

- Assist with the development of procedures following policy decisions, change management and updating standard documentation, to always ensure compliance with UK Procurement Regulations, Legislation and best practise.
- Create and maintain a professional relationship with internal customers, suppliers and other external bodies.
- Provision of commercial support to budget holders – liaising between the supply chain and the Authority in respect of commercial agreements.
- To provide advice and guidance to staff and internal customers on procurement issues and requirements.
- Work with internal customers/stakeholders to ensure overall project compliance and ensuring successful delivery of the procurement stage.
- Collaboration with other Authorities to develop and implement regional purchase Agreements/Frameworks.
- Undertake checking of work and provide quality assurance associated with procurement and contract management
- Responsible for contract management and compliance of allocated portfolio/contracts, including maintenance of Contracts Register.
- Assist in the realisation of the efficiency of savings target and contribute to cost savings.
- Visit stations and workplace premises as required.
- Maintain appropriate records to meet legislative requirements.
- As required undertake market intelligence and spend analysis / contract reports using appropriate systems to support, for example financial system.

This to inform purchasing / procurement decisions, communicating key information, risks and dependencies.

- Assist and participate with relevant feasibility studies and project working groups, providing recommendations in relation to potential business process re-engineering opportunities for the Authority.
- Provide resilience support of the computerised stock system / finance system (where required).
- Demonstrate a commitment to personal development and actively participate in the appraisal process.
- To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
- Promote a positive image of the Service in dealing with all other organisations and members of the public.
- To promote the principles of equality and diversity and comply with Lancashire Fire and Rescue Service Equality, Diversity, and Inclusion Policy at all times.
- To observe all rules governing health and safety and use safety equipment where it is provided.
- To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
- The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time
- Assist in ensuring all procurement projects are robust and compliant, in line with UK Procurement Regulations, Legislation and National Frameworks where utilised.
- Assist in the tendering and contracting of goods, services and works, including research, contract construction, preparing compliant tender documentation, evaluation, and award to minimise risk to the Authority.

#### **Grade 7:**

- Undertaking all aspects of tendering and contracting of goods, services and works, including research, contract construction, preparing compliant tender documentation, evaluation, and award to minimise risk to the Authority.
- Ensure all procurement projects are robust and compliant, in line with UK Procurement Regulations, Legislation and National Frameworks where utilised.
- Assist in the development and introduction of a formal programme of contract management.
- Attend regional meetings and represent LFRS where appropriate.

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues.

Progression to the grade 7 will be subject to the successful candidate:

- Achieving MCIPS
- Record of delivering a range of procurement projects

### **Employee Specification**

Please note all criteria are essential unless otherwise stated.

### **Qualifications**

#### **Grade 6:**

- Part qualified CIPS or Commitment to work towards CIPs via the CIPs Diploma exam route or equivalent

#### **Grade 7:**

- MCIPS qualified and holding full membership of the Chartered Institute of Procurement and Supply

### **Experience**

#### **Grade 6:**

Experience of working in a Procurement environment.

#### **Grade 7:**

Experience of working in a Public Sector Procurement environment for a minimum of 2years

Experience of delivering a range procurement projects in line with Public Contract Regulations.

Contract management experience.

### **Knowledge, Skills, and Abilities**

#### **Grade 6:**

- Knowledge of public sector procurement
- Excellent ICT skills
- Ability to develop and maintain good relationships with customers
- Ability to carry out data analysis and produce reports
- Ability to work on own initiative, organise own work with minimal supervision and working to tight and often changing timescales
- The ability to apply knowledge of health and safety as it is applicable to the job role.
- A commitment to inclusion, equality, and diversity.
- Willingness if not already qualified or part qualified to study for CIPs.

**Grade 7:**

- Knowledge of procurement/contract law, Public Contract Regulations
- Knowledge / awareness of national frameworks
- Knowledge and understanding of a commercial procurement environment, including public sector purchasing techniques and procedures
- Ability to produce commercial documents to a standard which reduces commercial risk to the Authority

**Special Requirements of the Post**

- It is a requirement of the post that the post holder holds a current category 'B' (car) full driving licence.

## **Terms and Conditions**

### **Job Title:**

Procurement Officer

### **Responsible To:**

Procurement Manager

### **Grade:**

Grade 6 Bar 7

Grade 6, Spinal Column Point 20-27, £30,296 - £35,745 BAR

Grade 7, Spinal Column Point 28-32, £36,648 - £40,221

### **Hours:**

36.25 hours per week

### **Location:**

Lancashire Fire and Rescue Service Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH

### **Car Parking:**

Free Car Parking Facilities are available at Service Headquarters.

### **Pension:**

Local Government Pension Scheme

### **Annual Leave Entitlement:**

Green Book

The annual leave year for business support staff runs from 01 April to 31 March.

The scale of annual leave is as follows: -

Spinal Column Points 20-36

0-5 years: 27 days

5-9 years: 27 days

10 years and above: 30 days

Plus, bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at Lancashire Fire and Rescue Service Headquarters are also required to take some additional annual leave to facilitate the Christmas closure.

### **Other Terms and Conditions:**

- National Joint Council for Local Government Services.
- Lancashire Fire and Rescue Service operates a flexi-time scheme.
- Ad Hoc Car User

## **Car Categorisation**

### **Ad Hoc Car User**

Current Category 'B' (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Engineering Services before you can be appointed even if you are successful at interview.

If you use your own vehicle, you will be reimbursed for the use of the vehicle on authorised journeys in accordance with the "Lancashire Fire and Rescue Service Ad Hoc Car User Scheme".

The vehicle provided must be fit for purpose and meet the following requirements:

- Valid MOT test certificate.
- Maintained in accordance with the manufacturer's recommendations, kept in good condition and be always fully road legal.
- Insured for you to drive on official business journeys.
- It should be noted that the provision of your own vehicle does not preclude Lancashire Fire and Rescue Service requiring you to use service transport where this is considered more appropriate and in the interests of the organisation.

### **Clearances:**

- Satisfactory references
- Occupational Health Assessment
- Standard Disclosure and Barring Service Check

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues.

To this end, Lancashire Fire and Rescue Service will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentiality. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed.