

 **JOB DESCRIPTION**  (Form HRJDES Dec 2021)

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| **Job Title**  | Procurement Support Officer |
| **Responsible To**  | Head of Procurement |
| **Responsible For**  | None  |
| **Grade** | Scale 6, SCP 20-27, £26,446 - £31,895  |
| **Hrs** | 36.25hpw  |
| **Location** | Procurement DepartmentLancashire Fire and Rescue Service HeadquartersGarstang RoadFulwoodPrestonPR2 3LH |
| **Other terms and conditions** | National Joint Council for Local Government Services A flexi time scheme is in operation  |
| **Special Requirements**  | None |

**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 (EDI)** – We continually recognise and promote the value of EDI both within the FRSs 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 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](https://www.lancsfirerescue.org.uk/wp-content/uploads/2022/04/Community-Risk-Management-Plan_2022-27-FINAL-VERSION-13-April-22-amends-page-15.pdf).

**The Role of the Procurement Department**

The role of the Procurement Department is to provide a range of services to meet the day-to-day operation of the Service.

They include:

* Provide operational purchasing services to internal customers.
* Provide procurement advice and support; and ensure procurement activity is carried out in line internal Contract Standing Order and Procurement Regulations.
* Reduce risk to the Authority by acting as the commercial specialist
* Ensure best value is achieved within the Procurement function
* Operation and maintenance of computerised stores management system
* Operation and management of central stores including monitoring of stock levels and deliveries to Fire Stations.
* Authorisation of invoices for payment.
* Management of supplier base, supporting business development and with due consideration of the requirements of SME’s and consistent with National Guidelines.
* Acquisition and translation of market intelligence in respect of our product and overview portfolio. Identify potential opportunities in respect of traditional and new products and services which may be relevant to the Authority.
* Lead and/or contribute as a team member with other Authorities as necessary to develop and implement regional collective agreements.

Within the Procurement department is the Stores function. This is a large unit which supports the Lancashire Fire and Rescue Service from its central position at Headquarters in Fulwood, Preston (LFRS HQ).

Approximately 2,000 items are held on stock including Consumables, Operational Equipment, Uniform and IT equipment. Current indenting procedures are carried out manually with over 10,000 indents per year being processed through Stores. There is an average of three items on each indent giving an annual turnover of some 30,000 items.

 Average total value of stock circa £250.000

**Job Role**

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

* Undertaking a range of tasks directly relating to the operation of the Procurement function, including administrative cover and resilience for the Procurement Admin. Officer
* Providing a range of support relating to the procurement of goods, services and works
* Undertake and support procurement activity in line with EU/Public Contract Regulations, including all amendments
* To support a ‘best value’ procurement environment, including contract management of corporate contracts

These tasks 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.

**Responsibilities**

* Undertaking aspects of procurement and contracting of non-complex goods and services.

* Assist in the preparation of contract documentation as required; and undertake (low level/non-complex) procurement processes in line with the Service’s Contract Standing Order
* With support from Senior Procurement / Procurement Officer, ensure projects are and compliant, in line with UK/EU Procurement Regulations, Legislation and National Frameworks where utilised.
* Provide administrative cover and resilience for the Procurement Admin. Officer linked to the Finance System.
* Provide administrative cover and resilience for the Procurement Admin. Officer with identified key tasks, supporting the Procurement Department, such as but not limited to, supplier set ups and amendments, processing invoices for payment, gatekeep requisitions and requisitions converted into POs
* Provide administrative cover and resilience ensuring compliance with payment policy, including resolving issues/queries as required
* Develop and maintain good relationships with internal customers and suppliers providing a customer focused service
* Liaise between the supply chain and the Authority in respect of commercial agreements
* To support internal customers on procurement issues and requirements
* To work collaboratively with other Authorities as appropriate
* Responsible for contract management and compliance of allocated (low risk) contracts, for example, but not limited to, stationery and office furniture. Ensuring KPIs met, for example (not limited to) deliveries made on-time, in full, damages recorded and addressed with the supplier, corrections required addressed with the supplier etc.
* Regular maintenance and updating of the Contracts Register, including insurance checks and monitoring
* Assist with elements of due diligence ensuring relevant certification and accreditation are updated on expiry
* Maintain appropriate records linked to all elements of the role, supporting the Procurement Department
* Asist in the preparation of reports, for example spend analysis, communicating findings and risks to inform purchasing / procurement decisions
* 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 LFRS 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.

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

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| **Document Control**  |
| Final JD/ES Departmental Approved by: | Head of Procurement |
| Final JD/ES HR Approved by:  | Head of HR |
| Date  | 5 May 2022 |

**EMPLOYEE SPECIFICATION**

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| **Procurement Support Officer**  |
| **Qualifications**  | **Essential** | **Desirable** | **Assess By** |
| CIPS qualified or equivalent |  | X | A, V, I |
| HNC/D in a commercial discipline – preferable Business or Law but not limited to | X |  | A, V, I |
| 5 GCSE’s at Grade C or above – including Mathematics and English or equivalent | X |  | A, V, I |
| **Experience**  |  |  |  |
| Working in a public sector procurement environment  |  | X | A, I |
| Experience in a commercial discipline, including Procurement environment  | X |  | A, I |
| Using a Finance/Procurement/Order system within in a commercial/ procurement environment  | X |  | A,I |
| Dealing with customers providing a customer focused service  | X |  | A, I |
| Dealing with suppliers |  | X | A, I |
| Contract Management  |  | X | A, I |
| **Knowledge, Skills and Abilities**  |  |  |  |
| Competent ICT skills, including, not limited to, use of suite of Microsoft Office software | X |  | A, I,  |
| Ability to analyse and interpret information and produce reports | X |  | A, I,  |
| Knowledge of procurement and contract law, including Public Contract Regulations  |  | X | A, I |
| Knowledge and understanding of a commercial procurement environment, purchasing techniques and procedures | X |  | A, I |
| Ability to prioritise and organise daily workload and meet deadlines | X |  | A, I  |
| Ability to deal effectively with external and internal customers in a professional manner | X |  | A, I  |
| Customer focused with ability to advise others | x |  | A, I  |
| Ability to work effectively as part of a team and the wider team | X |  | A, I  |
| Self-motivation with an ability to work on own initiative | X |  | A, I  |
| Willingness to embrace new skills and knowledge | X |  | A, I  |
| The ability to apply knowledge of health and safety as applicable to the job role | X |  | A, I |
| A commitment to inclusion, equality, and diversity.  | X |  | A, I |

**KEY**

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| A -Application  | I-Interview | V-Verification |  T-Test | P-Presentation | R-Reference |



**Terms and Conditions**

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| **Grade** | Scale 6, SCP 20-27, £26,446 - £31,895 |
| **Hrs** | 36.25hpw |
| **Location** | Procurement Department, Lancashire Fire and Rescue Service Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH |
| **Car Parking**  | Free Car Parking Facilities are available at LFRS Service Headquarters. |
| **Pension** | Local Government Pension Scheme |
| **Annual Leave****Entitlement**Pro-rata for part-time employees | 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:-

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| --- | --- | --- | --- |
| Spinal Column Point | 0 – 5 years | 5 – 9 years | 10 years + |
|  |  |  |  |
| Up to 13 | 22 | 27 | 27 |
| 14-19 | 25 | 27 | 28 |
| 20-37 | 27 | 27 | 30 |
| 38 and above | 28 | 28 | 31 |

Plus bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at LFRS Service HQ 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.LFRS operates a flexi-time scheme. |
| **Car****Categorisation** | None  |
| **Clearances** | Satisfactory referencesOccupational Health Assessment  |
| It is unacceptable for any LFRS 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, LFRS 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 confidentially. 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. |