

## Role Title: PO3/4 Procurement and Contracts Manager

Department	Procurement
Job Family	Business Support: Finance
Job Family Level	Level 3: Manager/Expert Advisor
Professional Profile	

## Role Purpose

Support the Head of Procurement and Contracts to develop and maintain a co-ordinated approach towards procurement and contract management for Cheshire Police, seeking value for money, relationship and performance management of suppliers and offering advice on all areas of Force purchasing and contract activity.

## Role Accountabilities

- Lead on the contract and procurement process for high value, high risk contracts/ procurement, within a range of categories to ensure best value is obtained. This includes providing professional advice and support regarding the design and preparation of specification for tenders and contracts, evaluation, drafting terms and conditions, awarding and monitoring within the context of financial regulations, Force Policy and European Procurement legislation.
- Establish and develop strong working relationships with customers and 3rd party providers to ensure that the quality of service provision are consistently managed and challenged to meet agreed Service Level Agreements.
- Effectively manage and monitor service, operating agreements and contracts in line with agreed priorities. Investigate and take appropriate action when dealing with breaches of service levels/agreements, which includes the management of financial penalties where appropriate.
- Manage the review of existing contracts and Service Level Agreements to ensure that the contract provides best value. Negotiate Terms & Conditions for the renewal of contracts.
- Update a structured contract documentation storage system (e.g. Blue Light and Blue Light Procurement Database), enabling the provision of relevant information quickly and efficiently.
- Embed contracts within relevant business areas in conjunction with the contract owner, ensuring that appropriate procedures and documentation are in place.
- Will be expected to visit supplier sites, attend regional and national meetings and visit other Forces
- Must be able to travel round the county

For the post holders level of responsibility ensure that all; arrangements, activities, equipment, supervision and staff health, welfare and training are complied with as fully detailed in the Health and Safety Policy.

It is the responsibility of all staff to promote equality, diversity and Human Rights in working practices including developing and maintaining positive working relationships, ensuring that colleagues are treated fairly, contributing to developing equality of opportunity in working practices and challenging inappropriate conduct. Staff should treat everyone with fairness and impartiality, whilst recognising differences in needs, perspectives, backgrounds and cultures.

Notwithstanding the details in this job description, the job holder may be required to undertake other duties up to a level consistent with the principal responsibilities of the job.

## Experience, Qualifications & Skills

### Prior Education and Experience

- Qualified to level 6 in a procurement or business related subject, e.g. Chartered Institute of Purchasing & Supply
- Significant experience of purchasing and procurement across a broad range of environments for example technology, finance, estates and human resources at a middle management level which will include:
- Tendering process
- Drafting, negotiating and managing the procurement process
- Monitoring, reviewing and evaluation of contract compliance

### Skills

#### Essential

- In depth understanding of Procurement and Contracts Management legislation and best practice in the public sector including National Framework Agreements
- Excellent verbal and written communications skills with the ability to be assertive when dealing with external customers and suppliers
- High level of ability to make risk based decisions and make recommendations to colleagues
- High level ability to problem solve and work independently
- High level ability to take a flexible approach to tasks and work on own initiative

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Continuous Professional Development & Mandatory Training Requirements

Mandatory Training		
Department Capability Training Requirement. A proportion of Officers will complete and maintain the below skills to ensure functionality of the department or unit.		