

## Job Description

<b>Post Title:</b>	<b>Commercial and Procurement Officer</b>		
<b>Directorate:</b>	<b>Business Support</b>		
<b>Department:</b>	<b>Commercial and Procurement</b>		
<b>Location:</b>	<b>SHQ</b>		
<b>Grade:</b>	F	<b>Date:</b>	November 2023

<b>Responsible To:</b>	Commercial and Procurement Manager
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<b>Liaison With:</b>	Employees, suppliers, senior management team, internal & external auditors, monitoring officer and employees of city council.
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### **Purpose of Job:**

To support all procurement and commercial activity across the organisation, providing oversight and management of contracts and grants.

Support Commercial and Procurement Manager to ensure that value for money is achieved, undertake supplier management to maintain optimum working relationships.

To ensure compliance to relevant legislation and internal governance.

## **Main Activities, Duties and Responsibilities:**

1. Be jointly responsible with the Commercial and Procurement Manager with the delivery of our strategies and plans relating to procurement, grants, contract management and the provision of goods and services.
2. Ensure contracts are managed and stored appropriately to meet the governance requirements of LFRS.
3. Manage contracts to ensure that performance standards are achieved and any contractual, commercial or market risks are identified and appropriate mitigations put in place.
4. Deal effectively with supplier correspondence, ensuring that messaging is conducted in a fair, transparent and auditable manner.
5. Lead the delivery of low risk sourcing processes, ensuring compliance with the organisation's Procurement Policy and Procedures.
6. Drive the positive culture within the Corporate Support department seeking to deliver excellent customer service.
7. To provide procurement advice and governance to a range of internal stakeholders.
8. To be responsible for the creation, monitoring and delivery of relevant reports to senior management.
9. To advise Finance and other relevant internal stakeholders to maintain adequate oversight of budgetary requirements.
10. Keep apprised of relevant legislation and ensure that changes and impacts are disseminated.
11. Ensure that interactions with suppliers are managed effectively.
12. To develop and implement benchmarking strategies.
13. To be responsible for developing standard procurement documents eg RFI, RFQ, PQQ.

## **Other**

14. To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
15. To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
16. To carry out such duties as may from time to time, be agreed and directed by the CFRO which are commensurate with the grading of this post.

### Special Features

To promote, uphold and act in accordance with the Service values:

- ✓ Professional – competent, reliable, respectful
- ✓ Positive – constructive, confident, enthusiastic
- ✓ Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

**Signature of Post holder** \_\_\_\_\_ **Date** \_\_\_\_\_

## Additional Information for Job Evaluation

<b>Budget Directly Responsible For:</b>	None
<b>Budget Indirectly Responsible For:</b>	250k
<b>Number of employees Responsible For:</b>	None
<b>Qualifications and Experience Required:</b>	Educated to 'A' Level standard and/or qualification by experience of working in a commercial environment.