

<b>ROLE PROFILE</b>	<b>SENIOR CATEGORY BUYER</b>	
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## SECTION 1: PRINCIPAL RESPONSIBILITY

<b>Principal Responsibility</b>	To lead on the South West Police Procurement Department (SWPPD) approach to managing and delivering successful regional procurement in identified key sub-categories, including the complex / high value ICT category. These procurements will involve the full engagement of key stakeholders (including operational and technical experts in each of the forces) and building effective and productive relationships with specific suppliers, as well as leading a procurement team. The role will focus on four key areas of activity:				
	<b>SWPPD Development and Management</b>				
	<ul style="list-style-type: none"><li>• Actively engage regional and national groups for specific categories of spend</li><li>• Manage one or more Category Buyers</li><li>• Develop individuals and teams to enhance performance</li></ul>				
	<b>Category Strategy</b>				
	<ul style="list-style-type: none"><li>• Understand key supply market drivers, market conditions and trends for their category areas</li><li>• Understand how to access supplier data and information. Understand the analysis process and how to apply it to new situations</li><li>• Understand available internal and external data, complete spend analysis and provide insight</li><li>• Understand potential changes to the future requirements for their category areas</li><li>• Support the process to generate robust category strategies with the correct level of analytical rigour</li><li>• Engage with the senior stakeholder community and help gain buy-in for recommendations</li><li>• Ensure the strategy delivers 'best value' based on a combination of quality of product, service and cost, and that the strategic sourcing process is applied consistently and appropriately</li><li>• Achieve Procurement savings</li></ul>				
	<b>Category Sourcing</b>				
	<ul style="list-style-type: none"><li>• Lead on complex and high value / high risk procurements</li><li>• Select appropriate procurement route and assessment criteria</li><li>• Quality assure advertisements for the letting of contracts, particularly for publication in the Official Journal of the European Union</li><li>• Quality assure tender documents</li><li>• Develop user specifications with key stakeholders</li><li>• Ensure that all procurement contracts and awards comply with standing orders and financial regulations, central government directives, and all relevant national and European legislation</li><li>• Manage the implementation of multiple new contracts across the region</li><li>• Utilise e-procurement tools</li></ul>				
	<b>Category Management</b>				
	<ul style="list-style-type: none"><li>• Develop and implement appropriate tools and criteria to objectively measure supplier performance in terms of cost, risk, stakeholder satisfaction, supplier performance and continuous improvement</li><li>• Manage and develop operational relationships with key suppliers to maximise value to the business</li></ul>				
<b>Rank/grade</b>	8	<b>Location</b>	Various	<b>Vetting Clearance</b>	SC
<b>Role-Specific Training and CPD to be undertaken.</b>	<ul style="list-style-type: none"><li>• Appropriate procurement/finance systems (tbc)</li><li>• Ongoing procurement professional development</li></ul>				

## SECTION 2: ESSENTIAL CAPABILITIES & EXPERIENCE (For selection purposes)

<b>Formal Qualifications required</b>	<ul style="list-style-type: none"> <li>• Graduate Level CIPS qualification (MCIPS), a Business Qualification e.g. MBA, or significant commercial experience with a proven track record of success in a similar discipline</li> </ul>
<b>Essential experience and specialist skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Proven capability in business requirements/supply market analysis</li> <li>• Proven procurement ability, ideally in category management with a sound knowledge of Public Procurement Law</li> <li>• Excellent negotiating and influencing skills</li> <li>• Demonstrably capable of effective stakeholder and supplier management</li> <li>• Experience of working in a multi-organisational partnership</li> <li>• Financial / commercial awareness</li> <li>• Demonstrable literacy and numeracy skills</li> <li>• Proven planning and organising skills</li> <li>• IT skills</li> <li>• Ability to work under pressure delivering a complex and demanding workload</li> <li>• Ability to work within strict timescales and deadlines</li> <li>• Ability to deliver results using own initiative, with minimal direct hands-on supervision</li> </ul>
<b>Essential Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Negotiating and influencing</li> <li>• Openness to change</li> <li>• Community and customer focus</li> <li>• Team working</li> <li>• Problem solving</li> <li>• Personal responsibility</li> <li>• Respect for race and diversity</li> <li>• Effective communication</li> <li>• Planning and organising</li> </ul>

## SECTION 3: ACTIVITIES & BEHAVIOURS

Core Responsibilities	Activities The role holder should effectively deliver these key requirements:
<b>Finance and Resources</b>	<b>Contribute to the effective financial control of the business</b> Monitor the use of resources and provide financial information to enable the effective use of resources.
	<b>Maintain and monitor contract performance</b> Comply with specifications, conditions and objectives of contracts in line with local and Force objectives to ensure targets and contractual obligations are met.
	<b>Negotiate and implement contracts</b> Negotiate, agree and implement contracts, in line with recommended policy and procurement guidelines.
	<b>Invite tenders for work, goods and services</b> Select appropriate methods of tender. Invite tenders for work, goods and services in line with Force policy, guidelines and procedures.
	<b>Assess and select tenders for work, goods and services</b> Assess and select tenders for work, goods and services in line with Force policy, guidelines and procedures.
	<b>Accept successful tenders for work, goods and services</b> Formally accept successful tenders for work, goods and services in line with Force policy, guidelines and procedures.
<b>Managing the Organisation</b>	<b>Implement change plans</b> Ensure adequate communication of proposed changes, implement the change plan effectively, and encourage involvement of all individuals affected by the changes.
	<b>Prepare strategic position papers and briefings</b> Prepare position papers and briefings in response to questions from senior personnel and others in accordance with legislation and Force protocols.
	<b>Provide specialist advice and knowledge</b> Provide specialist advice and knowledge to colleagues, partners and other individuals and agencies to support the achievement of Force objectives and enable compliance with Force policy.
	<b>Evaluate information to support action</b> Evaluate and assess the value of information identifying relevant patterns and trends. Use the information to take appropriate action and achieve desired outcomes.
	<b>Chair meetings</b> Ensure adequate preparation, actively lead the meeting and encourage the exchange of information to enable the objectives of the meeting to be achieved.
<b>Information Management and Technology</b>	<b>Develop user specifications</b> Identify user requirements and develop specifications for technical systems in co-operation with the customer and within Force restraints.
<b>Health, Safety and Welfare</b>	<b>Manage the welfare needs of individuals</b> Recognise any problems that a member of staff may be experiencing, assist them in identifying the cause and agree a suitable way forward, acting at all times in accordance with organisational policy.
	<b>Supervise Health and Safety</b> Ensure that all team members are aware of health and safety requirements, continually seek ways to improve the work environment and take effective action in response to breaches in health and safety requirements.

<b>Managing and Developing People</b>	<b>Develop individuals and teams to enhance performance</b> Develop the knowledge and skills of both team and individuals to ensure the best possible results at work by identifying needs, planning their development and using a variety of activities to improve performance.
	<b>Coach and mentor staff</b> Provide advice, guidance, and feedback, to build confidence and improve effectiveness within existing roles and to acquire the knowledge and skills necessary for personal development.
	<b>Supervise the work of teams and individuals</b> Supervises short and medium term objectives, develops plans, monitors work activities and regularly assesses the performance of teams and individuals to ensure that team objectives and performance indicators are achieved.
	<b>Delegate work to others</b> Give responsibility and authority to others for discrete pieces of work, agreeing with them the targets they need to achieve, advising and supporting them in what they do.
	<b>Carry out performance reviews</b> Complete a fair and objective review of individual performance, recognising personal achievements and identifying areas for future development.
	<b>Prepare and deliver presentations</b> Prepare and deliver information to diverse audiences ensuring that you use an appropriate communication style, operate equipment correctly and represent the values of the Service.
<b>Human Resources</b>	<b>Address disciplinary and unsatisfactory performance procedures</b> Take prompt action to address performance that is below standard, carrying out organisational procedures fairly and in line with own level of authority.
<b>Personal Responsibility</b>	<b>Promote equality, diversity and Human Rights in working practices</b> Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.
	<b>Maintain standards of professional practice</b> Ensure your behaviour complies with Force values and organise your own work effectively to meet the demands of your role. Identify, implement and monitor development activities to enhance your own performance.
	<b>Work as part of a team</b> Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and Force objectives.
	<b>Make best use of technology</b> Make best use of technology in support of your role, ensuring correct operation and compliance with Force and legal requirements.
	<b>Complete administration procedures</b> Ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy and procedure.

## **BEHAVIOURS**

### **LEADERSHIP**

#### **Negotiation and influencing**

**B** Uses logic and reason to influence others. Persuades people by using powerful arguments. Identifies clear aims in negotiations and achieves satisfactory outcomes.

#### **Openness to change:**

**B** Supports, promotes and puts into practice change. Introduces new ways of doing things and encourages others to accept them. Overcomes barriers to change

### **WORKING WITH OTHERS**

#### **Respect for race and diversity**

**A.** Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences

#### **Teamworking**

**B** Sets up teams or working groups, and involves them in achieving goals. Develops good relationships and co-operation within the team, and removes barriers. Supports team members when necessary.

#### **Community and customer focus –**

**B** Sees things from the customer's point of view and encourages others to do the same. Builds a good understanding and relationship with the community that is served.

#### **Effective communication**

**A** Explains complex issues, making them easy to understand. Makes sure that important messages are being communicated and understood throughout the organisation

### **ACHIEVING RESULTS**

#### **Planning and organising**

**B** Plans activities thoroughly for self and others. Builds milestones into plans, monitors progress and adjusts them as necessary in response to any changes. Provides clear direction and makes sure that staff know what is expected of them.

#### **Problem solving –**

**B** Gathers information from a range of sources to understand situations, making sure it is reliable and accurate. Analyses information to identify important issues and problems. Identifies risks and considers alternative courses of action to make good decisions.

#### **Personal responsibility**

**A** Readily accepts responsibility for self and others. Takes responsibility for managing situations and problems. Leads by example, showing a commitment and a determination to succeed. Continues to learn and develop.