



PROCUREMENT & SUPPLIES SENIOR ASSISTANT BACKGROUND INFORMATION

Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. It has 21 operational fire stations, together with offices, covering all areas, with its Head Quarters based in Portishead, near Bristol. AF&RS Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath.

With an annual budget in excess of £50 million, AF&RS delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

AF&RS employs over 800 staff made up of whole-time and on-call Firefighters, and staff in its Control Centre and Corporate Services.

This post is within the Procurement & Supplies Team, within the Corporate Services Directorate, and reports to the Procurement & Supplies Manager.

This is a part-time position of 30 hours per week.

With effect from July 2023, UK legislation was amended to enable Fire & Rescue Services to undertake standard Disclosure and Barring Service (DBS) checks for all employees. All AF&RS posts therefore require a standard DBS check, with a few defined roles requiring an enhanced DBS check. These DBS checks will be renewed throughout employment.



Job Description, Core Values and Person Specification

Job Title	Procurement & Supplies Senior Assistant
Post Number	5808-2
Grade	HAY 9
Duration of Post	Fixed term until 30 June 2026
Hours	30 per week
Directorate	Corporate Services
Unit or Team	Procurement and Supplies
Reports to (give job title)	Procurement and Supplies Manager
Line management or supervisory responsibilities	No
Responsibility for managing a budget	No
Date job was evaluated	9 January 2023

Purpose of Job:

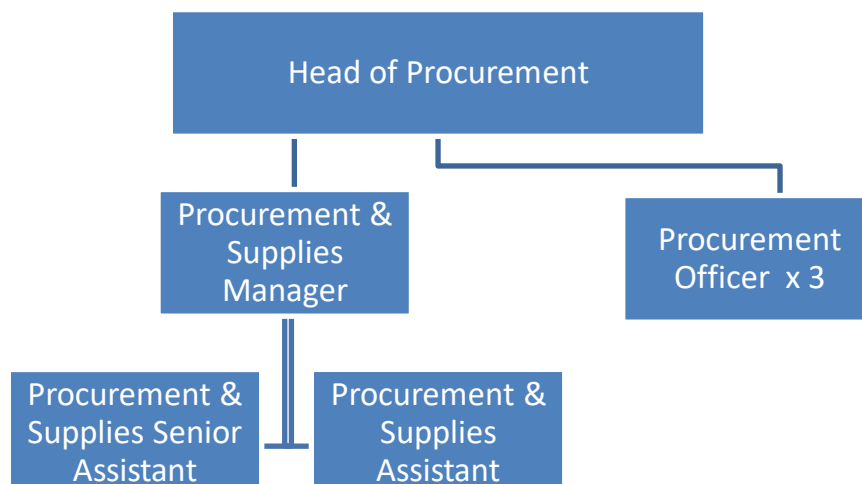
To be responsible for the procurement of goods and services, in order to comply with our financial regulations and achieve value for money.

To manage AF&RS Purchase to Pay system to ensure that requests for goods and services are processed in a timely manner, are costed and coded correctly and adhere to our financial regulations and procurement policy. Be the subject matter expert on the system, providing training to all levels of staff as required.

Scrutinise purchases and procurements to ensure compliance with Contract Procedure Rules, Financial Regulations, Procurement Act and all other legal requirements.

To carry out contract management so that best value is achieved and service level agreements are met. Seek continuous improvement regarding quality, service delivery and price.

Structure Chart:



Responsibilities and Duties:	
1.	Carry out Contract Management, producing reports, arranging meetings and building relationships with stakeholders to ensure we are achieving best value and continuous improvement from our contracts.
2.	Manage our Purchase to Pay system, scrutinising requests to ensure our Financial Regulations are being met. Processing requests, orders, goods receipts & invoices. Provide spend analysis financial reports. Be the subject matter expert and provide training on the system to staff of all levels.
3.	Organise quarterly spot checks and internal audit information.
4.	Maintain the Contracts Register, producing published reports for public scrutiny.
5.	Assess Key Performance Indicators, highlighting any discrepancies from agreed Service Level Agreements.
6.	Work in partnership with other Public Sector Bodies to share information and explore opportunities to work collaboratively.
7.	Attend Project and User Group meetings both internally and externally.
8.	Schedule essential maintenance and repair of kitchen appliances across the Service.
9.	Resolve issues connected with uniform and PPE. Ensure all operational staff have the correct kit at all times. Be the first point of contact with our Fire Fighting PPE Contractor.
10.	Liaise with Technical Services and Central Stores in order to ensure Contract Management is effective and efficient. Raise any concerns to Suppliers as required.
11.	Have a key role during financial year end, liaising with staff at all levels, including budget holders and Finance. Run the relevant reports, analysing them and liaising with staff to complete the actions required for financial year end to enable Finance to close the accounts. Ensure that budget holders close down open orders that have no outstanding goods or services assigned to them. Ensure goods receipting has been completed and invoices received and sent to Finance for processing before 31st March.
11.	Carry out relevant market research, and lead on the implementation of new products (in particular PPE/Uniform/Furniture/Stationery)
12.	Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.
Special Notes or Conditions:	
1.	<p>AF&RS requires all staff and leaders to promote equality and diversity by:</p> <ul style="list-style-type: none"> ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination; treating members of the public and other AF&RS staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.
2.	This role is based at Police and Fire Headquarters, Portishead. Although you are based at a specific location, for efficiency or other business reasons we may require you to travel to and/or work from any base within AF&RS service area or work from home, for which we will pay allowances where appropriate.
3.	If based at Police and Fire Headquarters, this is a secure site and therefore appointment to this post may be subject to passing the required vetting process.
4.	This post is hybrid-working with the facility to work from home and from an AF&RS work-base.
5.	Your job may involve working out of normal office hours, for which mutually agreed compensatory time-off will be given.
6.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act

	with tact and discretion at all times and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.
7.	You should maintain an awareness of environmental regulations in relation to the remit of your role. All employees have a responsibility to carry out their duties in an environmentally-conscious way and to actively support AF&RS's Environmental Strategy, Policy and objectives.
8.	You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
9.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.
10.	All AF&RS posts require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.

Avon Fire & Rescue Service Core Values

8.	<p>AF&RS expects all employees to accept and work to our Core Values during the course of their employment. These Values require us all to be:</p> <ul style="list-style-type: none"> • Respectful • Honest • Courageous • Ambitious • Inclusive • Transparent <p>In addition to our Core Values, all employees should accept and work to the National Fire Chiefs Council (NFCC) Core Code of Ethics:</p> <ul style="list-style-type: none"> • 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 - we treat people with 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.
----	---

Signed confirmation that this Job Description accurately reflects the requirements of the job:

Job Holder's Manager		Date	
-----------------------------	--	-------------	--

Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of Avon Fire & Rescue Core Values:

Job Holder		Date	
-------------------	--	-------------	--

--	--	--	--

See following page for Person Specification

Person Specification					
Job Title	Procurement & Supplies Senior Assistant				
Post Number	5808-2				
Grade	HAY 9				
Qualifications, knowledge, experience, skills and personal attributes required for the job:					
		E=Essential D=Desirable	Measured by: A = Application T = Test I = Interview		
			A	T	I
Qualifications/Knowledge					
A-levels or equivalent qualification.		E	X		X
IT literate with thorough knowledge of Microsoft Office packages, particularly Excel to interpret and present data.		E	X		X
Knowledge of Purchase to Pay systems.		E	X		X
A relevant degree.		D	X		X
A current driving licence or ability to arrange suitable alternative transport to travel to various work locations.		E	X		
Experience					
Considerable recent experience (eg at least three years) in a purchasing environment.		E	X		X
Contract Management experience.		D	X		X
Experience developing and delivering appropriate training and support to system users.		E	X		X
Experience writing business cases and reports for management		D	X		X
Experience representing the organisation at working groups or similar		E	X		X
Skills					
Confident communicator across all formats and with the various stakeholders.		E	X		X
Excellent attention to detail.		E	X		X
Ability to spot mistakes and willingness to find solutions.		E	X		
Effective skills in research, standard report writing, and supporting presentations.		D	X		X
Able to manage conflicting priorities whilst continuing to achieve targets and deadlines, including the ability to plan, prioritise and organise own workload.		E	X		X
Personal Attributes					

Willingness to accept and work to our Core Values during the course of employment.	E	X		X
Adaptable with a flexible approach to work.	E	X		X
Able to work effectively both individually and as part of a team.	E	X		X
Professional in conduct.	E	X		X
Strong stakeholder ethic with customer orientated approach.	E	X		X
Committed to undertake relevant training and continuous professional development opportunities.	E	X		X