



HEAD OF PROCUREMENT 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, Service Delivery Support, and Corporate Services.

AF&RS is required to conform with all legislation relating to its procurement activities, ensuring all processes are fair, transparent and compliant.

AF&RS must also demonstrate that it operates in an efficient and effective manner and the role of the Head of Procurement supports these objectives by identifying and achieving efficiencies and savings through robust processes

As a senior role reporting to the Director of Corporate Services, the postholder will work under their own initiative to influence key Procurement decisions which protect and promote AF&RS's objectives, statutory requirements, and values.

The postholder is also a member of AF&RS Service Leadership Team and therefore has a senior leadership role across AF&RS helping shape wider corporate priorities, the direction of AF&RS and its change programmes.

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.

Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.



Job Description, Core Values and Person Specification

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| Job Title | Head of Procurement |
| Post Number | 5800 |
| Grade | HAY 3 |
| Duration of Post (open-ended or fixed term) | Permanent |
| Hours | 37 per week |
| Directorate | Corporate Services |
| Reports to | Director of Corporate Services |
| Line Management or Supervisory Responsibilities | Yes |
| Responsibility for managing a budget | Yes |
| If yes, approximately how much (to the nearest £10,000) | £2m |
| Date job was evaluated | 18.01.2018 |

Purpose of Job:

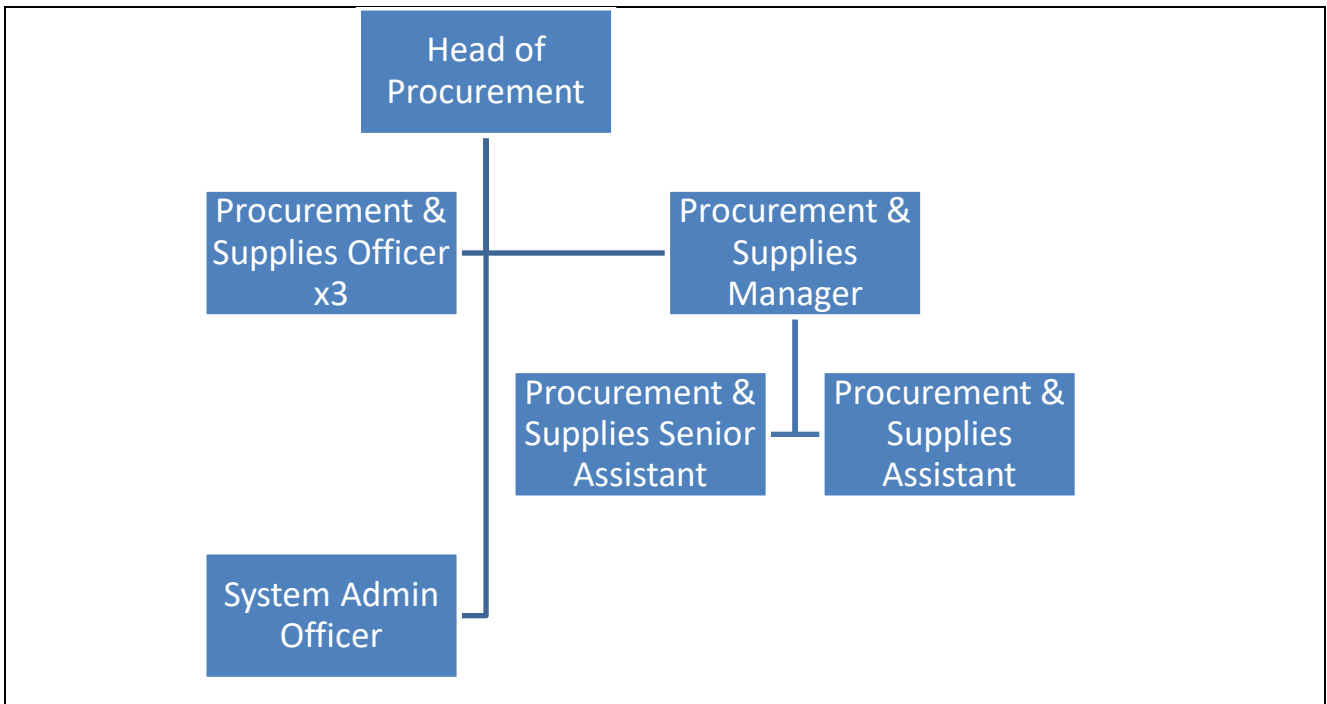
The Head of Procurement is responsible for the effective leadership, management and coordination of the Procurement & Supplies function across the Service. The post holder will engage with strategic leaders, work with senior officers and elected members and advise committees on all aspects of procurement. The post holder will lead and develop the function to ensure effective delivery of procurement advice, ensuring that contract procedure rules enable the organisation with its aims, and that compliance and contract management support is available to officers.

This role will be accountable for a number of budgets including cleaning, waste and PPE/Uniform. They will also need to secure investment through well-developed business case, and exploration of potential funding streams, to ensure the organisation continually improves our efficiency and effectiveness.

The role also provides strategic and contract management of our external providers.

This role is also part of AF&RS's wider Service Leadership Team, and the postholder will need to bring energy, ideas, and determination to deliver organisational aims and objectives beyond Procurement, including culture change and delivery of strategic action plans.

Structure Chart:



Responsibilities and Duties:

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| 1. | As a senior leader, and part of the Service Leadership Team, provide visible, inclusive, and values-based leadership. This will include making a leading contribution to the delivery of AF&RS objectives, helping drive the commitment to, and adoption of, continuous improvement and culture change, and ensuring effective performance management, professional challenge, and strategic oversight. This work will involve engagement with AF&RS staff on matters beyond procurement issues, through station and unit visits. |
| 2. | As a senior subject matter expert, ensure the provision of accessible expert advice to senior stakeholders and the Fire Authority on Procurement matters, developments, projects, programmes, and initiatives. This is likely to include drafting Committee papers and reports for senior leaders and the Fire Authority, and making verbal presentations at Committees. |
| 3. | Ensure that sources of supply are reviewed regularly, having regard to current legislation, specification standards, ethical and environmentally sustainable sourcing, to demonstrate that the Service is making the best use of resources and getting value for money. |
| 4. | Responsible for ensuring ongoing improvements to the procurement function to support AF&RS objectives and ambitions, improve the user experience, take account of prevailing best practice. This will involve working with staff and stakeholders across AF&RS to evaluate, assess, define, and steer improvements to, or wider adoption of, our existing processes and procedures. |
| 5. | Develop, review and oversee contract management and monitoring arrangements to ensure contract compliance, good working practices and service level agreements, whilst obtaining best value. |
| 6. | Lead the creation, development and implementation of AF&RS's Procurement Strategy, working with key stakeholders and using data analytics to drive insight-led decisioning making and reporting. |
| 7. | Manage the Procurement and Supplies team to deliver vendor selection, supplier relationship management, supply market intelligence, framework agreements, subcontracting, commercial and supply risk mitigation. |

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| 8. | To provide advice and guidance to managers conducting procurement and contract management across the Service, initiating and supervising contract negotiations, as necessary. |
| 9. | Proactively assess and monitor risks, impact assessments and issues relating to procurement delivery across AF&RS, leading on the reporting of these risks to senior leaders, and ensuring effective controls and mitigations are in place. |
| 10. | Interpretation of any proposed government legislation changes with a procurement impact and resulting changes to the Contract Procedure Rules and procurement strategy. |
| 11. | Ensure that accessible guidance and training is provided to officers across the Service to enable a programme of continuous training and development for procurement and contract management. |
| 12. | Responsible for managing a number of existing budgets which will need to be proactively forecast, monitored, and reported on. In addition, work with finance and internal stakeholders, to develop any future budgets to align with AF&RS requirements. |
| 13. | Lead on Procurement governance, ensuring compliance, robust internal controls and best practice implementation of current procurement regulations and alignment to contract procedure rules. |
| 14. | Develop, manage, and support the procurement and supplies team including professional development, succession planning and embedding the Core Code of Ethics. |
| 15. | Properly plan diverse and complex procurement projects and review the procurement pipeline to take into account changing priorities to ensure critical functions are effectively supported. |
| 16. | Support all elements of contract/supply chain management and the effective delivery of goods and services throughout the life of the contracts, including managing contract transition and variation, contingency planning, supplier/sub-contractor appraisal, and dealing with queries/complaints regarding contracts. |
| 17. | Lead the development and oversight of supply chain resilience and business continuity plans to ensure continuity of critical goods and services during operational incidents, emergencies or national disruptions. |
| 18. | Carry out any appropriate additional responsibilities or other activities to support the delivery of AF&RS Service Plan and the function of the Corporate Services Directorate, as required by the Director of Corporate Services. |

Special Notes or Conditions:

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| 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 AF&RS'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. However, your duties will also involve travel to other sites and areas. Although you are based at a specific location, for efficiency or other business reasons we may require you to work from any base within AF&RS service area 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. |

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| 4. | Many posts in AF&RS are hybrid-working with the facility to work from home and from an AF&RS work-base. Your manager will confirm if this applies to this post. |
| 5. | You may be required to carry out of hours or on-call duties, for which appropriate allowances and/or time off in lieu will apply. |
| 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. These DBS checks will be renewed throughout employment. |
| 11. | Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm. |

Core Code of Ethics

All employees should accept and work to the National Fire Chiefs Council (NFCC) Core Code of Ethics:

- **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:

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| Job Holder's Manager | | Date | |
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Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of Avon Fire & Rescue Core Values:

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| Job Holder | | Date | |
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See following page for Person Specification

Person Specification

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| Job Title | Head of Procurement | | | |
| Post Number | 5800 | | | |
| Grade | HAY 3 | | | |
| Qualifications, knowledge, experience, skills and personal attributes required: | | | | |
| | E=Essential D=Desirable | Measured by: A = Application T = Test I = Interview | | |
| | | A | T | I |
| Qualifications/Knowledge | | | | |
| Professional Diploma in Procurement & Supply (MCIPS qualified) or equivalent procurement degree. | E | X | | X |
| Evidence of post- qualification development (course, seminars) | D | X | | X |
| Commercial awareness and knowledge of factors affecting the supply market. | E | X | | X |
| Advanced specialist knowledge of procurement practice within public sector. | E | X | | X |
| Expert and up to date knowledge in a range of procurement disciplines and strategic purchasing management. | E | X | | X |
| Expert communications, advocacy and negotiating skills. | E | X | | X |
| Comprehensive understanding of sustainability/environmental requirements of the procurement function. | D | X | | X |
| An appropriate qualification in project management. | D | X | | X |
| Experience | | | | |
| Demonstrable experience of leading a procurement function within similar sized (or larger) organisation and implementing organisational wide responses to challenges and opportunities at both operational and strategic level. | E | X | | X |
| Experience of delivering measurable outcomes and impact in the service delivery of procurement services. | E | X | | X |
| Experience of developing, leading, and implementing procurement policy and strategies. | E | X | | X |
| Experienced in business case preparation, contract drafting, evaluation and analysis and project management. | E | X | | X |
| Experience and in-depth knowledge of contract law and tendering. | E | X | | X |

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| Experience of dealing with vendors and third parties including procuring, negotiating, and robustly managing business-critical service contractors. | E | X | | X |
| The ability to work collaboratively and strategically with senior leaders to address complex situations systematically and analyse complex or conflicting data and present conclusions in a way which drives informed decision making based on evidence and risk. | E | X | | X |
| Experience of managing high value contracts. | D | X | | X |
| Budget-creation and budget-management experience including identifying and evaluating funding opportunities and delivering efficiencies. | D | X | | X |
| Experience of building and developing effective and trusted teams where people are committed and engaged within a culture that encourages flexibility, openness and a commitment to diversity. | D | X | | X |
| Experience of working for an emergency service or local authority. | D | X | | X |
| Experience of collaborative working with partner organisations at a senior level. | D | X | | X |
| Skills | | | | |
| Adaptable, inclusive, and values-based leadership and people management skills. | E | X | | X |
| Excellent and highly effective communication skills across the full breadth of written, verbal, presentation, and digital media. | E | X | | X |
| Able to engage, advise and explain technical matters in a way that can be understood by a range of audiences. | E | X | | X |
| Relationship building and collaboration skills with the ability to influence strategic thinking and approaches to complex service issues. | E | X | | X |
| Strong analytical, research, numerical and decision-making skills, to deal with complex service delivery. | E | X | | X |
| Ability to manage and prioritise high workloads, with pressing and conflicting deadlines. | E | X | | X |
| Proven skills in drafting, editing, and clearing formal written papers, reports and business cases which are well-researched and well-constructed, robust. | D | X | | X |
| High level of political awareness and acuity to interact with senior stakeholders and elected Members. | D | X | | X |
| A current driving license or ability to arrange suitable alternative transport to travel to various work locations. | E | X | | |
| Personal Attributes | | | | |
| Exceptionally self-motivated, able to work on own initiative and generate their own ideas but understand when to escalate issues, risks, and decisions. | E | X | | X |
| Adaptable with a flexible approach to work. | E | X | | X |
| Customer (and communities) focused in their approach. | E | X | | X |
| Innovative, creative, and positive approach to change and improvement. | E | X | | X |
| Comfortable with dealing with sensitive and confidential information. | E | X | | X |

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| Respectful, tactful, diplomatic, and professional in conduct. | E | X | | X |
| Committed to undertake relevant training and continuous professional development opportunities. | E | X | | X |
| Committed to equality and diversity. | E | X | | X |
| Methodical with a keen attention to detail, in addition to strategic thinking. | D | X | | X |