Job Profile

Senior Procurement Officer (Logistics & Resources), Community Safety Directorate.

Grade 9. **JE:15714** **Date created: April 2025.**

About the Job

Gloucestershire Fire and Rescue Service announced “Working Together for a Safer Gloucestershire strategy to deliver a modern, flexible, and efficient fire and rescue service to better meet the risks facing Gloucestershire. As the Senior Procurement Officer you will support senior managers with the delivery of high value and complex tenders for a range of new equipment, managing an end-to-end process for Gloucestershire Fire and Rescue Service. You will act as a point of contact for procurement within the Community Safety Directorate (CSD) service and will support above threshold procurements as required.

Success will depend on developing positive relationships at all levels; you will foster a highly professional and responsive approach with senior officers, senior managers, station managers, and others to influence commercial outcomes. You will be an ambitious, pragmatic, commercially astute procurement professional and be expected to demonstrate a level of commercial knowledge and expertise to solve problems in a varied and fast-paced environment.

This is what we need you to do...

- Delivery of all Fire, Trading Standards and Coroners procurements in line with council standing orders and UK procurement law, working collaboratively with the Contracts & Procurement Manager, and other council CSD teams.
- Supporting and advising managers with technical procurement support, including above and below threshold procurements.
- To attend working groups in consultation with Contracts & Procurement Manager.
- To write detailed reports in relation to procurements, such as Cabinet and Scrutiny reports as well as internal reports officer decision papers and business cases when required.
- Deliver best value contracts through negotiation with third parties and contractors in line with procurement rules and regulations.
- Keeping up to date sharing the latest legislation, innovation, and market trends.
- To support delivery of and enable Gloucestershire Fire & Rescue, including the Community Risk Management Plan (CRMP) climate strategies.
- Assess the sustainability and social value of contracts and services and maximise these outputs through procurement processes.
- To undertake other duties that are commensurate with the grade.
- To support and lead the development of commercial strategies for the Community Safety Directorate.
- Make continuous improvement and reduce waste by developing and reviewing policies, procedures, and processes.
- To ensure that monthly reporting and monitoring are completed on time and in line with required timelines.
- The delivery of an end-to-end procurement process.

Special Conditions

- The ability to work at Waterwells or Quayside House.
- You will be expected to undertake out of hours duties as and when required.
- The post holder will be required to attend off-site meetings as required.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have…

Experience

- Experience in procuring and managing public contracts, ideally within the public sector.
- Managing contractors to achieve positive outcomes.
- Successful track record of achievement in developing and managing complex procurements.
- Building and maintaining productive relationships, including stakeholders and partners.
- Develop and review processes, systems, and use of technology to drive efficiencies.
- Leading on and delivering positive outcomes managing projects and change programmes.

Knowledge, Skills and Understanding

- Well-developed data interpretation, analytical analysis, planning, benchmarking, project management, and implementation skills.
- Ability to make considered logical and rational decisions in a timely manner and communicate them clearly.
- Highly developed written, presentation and report writing skills, using effective language to convey convincing ideas and arguments and simplify technical and complex information.
- Ability to identify and respond to the political context advising members, lead officers, or directors where necessary.

Behavioural attributes

- Aligns with Gloucestershire Employee Values and behaviours which are available on our website
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence
- Able to cope and function effectively when working in a pressured environment, demonstrating resilience.
- Able to work effectively with people at all levels within the council and its partners and to adopt appropriate communication styles accordingly.
- Able to build effective strategic relationships.
- Able to engage effectively with customers and members of the public.
- Politically aware.
- Flexible, creative, and self-motivated and able to work autonomously.
- Organised and able to meet deadlines under pressure.
- Excellent personal and interpersonal communication skills including team building, motivation, leadership, and ability to maintain and develop effective partnership working.
- Able to respond to a changing pattern of demand at work which can be unpredictable and unplanned requiring constant shifts of priority.

Education & Qualifications

Essential

- Graduate level qualification or equivalent experience.
- High level of Literacy and Numeracy.
- Experience of public sector procurement.
- Possess or be capable of working towards a recognized minimum professional qualification (CIPS level 4 or above) or related graduate level discipline or equivalent by experience.

Supervision Received: Contracts & Procurement Manager