



Role title:	Procurement Assistant
Grade & salary:	Grade D/I (£17,721 - £33,933)
Working hours/shift pattern:	37 per week
Additional allowances:	N/A
Location:	Force Headquarters, Ripley
Post reports to:	Procurement Officer
Suitable for job share or part time:	No
Other considerations (e.g. travel)	This post is a trainee position and the post holder will undertake studies in line with the professional development scheme offered by the Chartered Institute of Purchasing and Supply (CIPS), commencing at the Diploma and progressing through to completion of the Advanced Diploma in Procurement and Supply. In addition to the academic training, 'on the job' training will be provided to cover practical aspects of the public sector procurement role. During the period of training the post holder will be line managed by a Procurement Officer and mentored by the Head of Procurement. See the 'additional information' section for detail of the Trainee / Career Grade element of the role.

There is a requirement, as and when required, to travel inside/outside the county, for which access to transport is required.

A fundamental part of this role is the funding provided for the post holder to attain the Professional Diploma of the Chartered Institute of Purchasing and Supply. A clear commitment must be made to undertake the necessary study. Therefore, if the individual chooses to stop studying or leave the organisation within 12 months of completing the qualification, the Force will seek to recover the costs of the training on a sliding scale.

Date last reviewed: 5th December 2018

Purpose and Description of Job Role:

The purpose of the role is support the work of the Strategic Procurement team across all aspects of its activity including tendering (both for the PCC and collaborative projects), procurement analysis, contract development and contract management.

Our principles

Doing the right thing Making a difference Shaping the future



The Postholder is required to develop their procurement knowledge both by academic study and learning 'on the job' and utilise that knowledge to produce high quality procurement outcomes for the Force.

Specific Roles and Responsibilities:

- Develop a thorough knowledge and understanding of the Police and Crime Commissioners / Constabulary's procurement and contract management procedures, to enable the provision of associated advice and support to client departments.
- Develop thorough knowledge of the legislative regulations which apply to procurement such as EU and UK Procurement regulations in order to apply these when undertaking procurement activities.
- Develop knowledge and expertise in the creation of tender documentation (such as Specifications, Pre-Qualification Questionnaires, Invitation to Tender and Evaluation Spreadsheet) in order to produce documents for tendering purposes and be able to provide support and advice to client departments as required.
- Undertake spend analysis of the Constabulary historical spend in order to inform sourcing decisions and identify opportunities for savings and collaboration.
- Assist colleagues and internal clients who manage contracts to deliver effective Contract management and undertake contract Management on contracts the Procurement team are responsible for.
- Assist with the development and maintenance of Procurement department systems and databases for example contract register and procurement pipeline.
- Undertake studies in line with the professional development scheme offered by the Chartered Institute of Purchasing and Supply.
- Undertake a range of other procurement, contract management related and administrative duties as directed.
- To uphold the Force's Values.

Skills & Experience Required:

Essential:

- Experience of working in an office environment.
- Competence in the use of computers, e.g, Microsoft Office (spreadsheet, word processing, databases)
- Demonstrate a high level of motivation and willingness to progress within the procurement discipline.
- Good interpersonal skills with the ability to communicate effectively at all levels, both in writing and face to face.
- Proven track record of, and commitment to, working as part of a team.
- The ability to be flexible and respond positively to change.
- Good organisational skills.
- Attention to detail.
- An ability to work on own initiative and prioritise workload.
- Two A' Level qualifications (or equivalent) grade C or above or possession of a CIPS Advanced Certificate in procurement and supply operations OR two years' experience in a

Our principles

Doing the right thing Making a difference Shaping the future



business environment. The Post holder must be able to meet at least the minimum qualification to commence the CIPS course of study.

Desirable:

- Knowledge and experience of Constabulary or local authority financial, budgetary and procurement regulations, controls and procedures.
- Previous experience of working in a Procurement or Commercial environment
- A working knowledge of e-tendering and procurement systems.

Personal Qualities:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles in practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with Others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem Solving & Innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and Organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating & Influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal Development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering Results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer Focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational & Technical Awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.

Our principles

Doing the right thing Making a difference Shaping the future

