

## ROLE PROFILE



<b>Role Title:</b>	<b>Contracts Officer</b>
<b>Rank/Grade:</b>	<b>S01/ S01/ A5</b>
<b>Reporting to:</b>	<b>Contracts Manager</b>
<b>Main purpose of the role:</b>	To co-ordinate and influence all contracting activity for Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies, ensuring effective and efficient contract and category management. To ensure compliance with the relevant Police Authority, public procurement regulations and EU procurement directives and the development of contract strategies. To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies.

<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Ensure development of best practice contracting and tender processes including the preparation of tendering documentation for goods and services.</li> <li>• Maintain computerised systems in Tender Registration and the Quotation Register of contracts for distribution throughout the three forces.</li> <li>• To assist in the contract management and periodic review of existing contracts.</li> <li>• Develop and implement contract targets and contract performance measures for key contracts.</li> <li>• Deputise for the Contracts Manager as and when required.</li> <li>• To implement, review and maintain a business development plan that delivers significant targeted savings and efficiencies for the relevant category.</li> <li>• To work in collaboration with other forces and lead/coordinate meetings internally and externally as appropriate with the aim of approaching suppliers as a single entity.</li> <li>• To actively manage contracts and engage with Procurement Team, budget holders and suppliers, ensuring that Service Level/Key Performance Indicators are upheld as per the contract and future letting dates are achieved in a timely fashion.</li> <li>• To assist in undertaking market research, analysis, supplier visits and meetings, ensuring that any new opportunities/threats are gathered and considered within the ongoing category strategy.</li> <li>• To achieve targets and objectives as agreed with Contracts Manager.</li> <li>• To provide regular business and financial reports including regular audits of procurement activities of devolved budget holders to identify variances and the future needs of the department.</li> </ul> <p><b>These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post holder to perform other duties. Additional responsibilities for the post holder may be agreed on an individual basis and recorded as part of the annual performance review.</b></p>	

<b>Financial e.g. limits/mandates</b>	<b>Non-financial e.g. staff responsibility</b>
• None	• None

<b>Entry Requirements</b>
<ul style="list-style-type: none"> <li>• Computer literate.</li> <li>• Experience of the contracting process.</li> <li>• Knowledge of contract law and European Procurement Directives and implementation of the contracting process.</li> <li>• Category Management experience desirable.</li> <li>• Educated to MCIPS level or equivalent.</li> <li>• Strong analytical, negotiating, interpersonal, influencing, presentation and time management skills.</li> <li>• Strong business acumen.</li> <li>• Expectation to travel across the three force sites.</li> </ul>

<b>Any other General Requirements/Scope</b>	
<b>Section</b>	Bedfordshire, Cambridgeshire and Hertfordshire Joint Procurement Unit.
<b>Location</b>	TBC
<b>Hours</b>	Full time: 37 hours.
<b>Transport</b>	Driving Licence needed or ability to travel between the 3 Force as and when required.
<b>Security</b>	BC Standard recruitment vetting.

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### Personal Qualities (Behavioural Competencies)

#### Serving the public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strive to address them. Builds public confidence by actively engaging with different communities, partners and stakeholders. Identifies the best way to deliver services to different communities. Understands partners' perspectives and priorities, and works co-operatively with them to deliver the best possible overall service to the public.

#### Leading change

Positive about change, adapting to changing circumstances and encouraging flexibility in others. Identifies and implements improvements to service delivery, engaging people in the change process and encouraging them to contribute ideas. Finds more cost-effective ways to do things, taking an innovative approach to solving problems and considers radical alternatives. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge.

#### Service Delivery

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

#### Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Acts on own initiative to address issues, showing energy and determination to get things done. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and challenging situations. Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to make unpopular decisions or take control when required.

#### Decision making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options, evaluating evidence and seeking advice where appropriate. Makes clear, timely, justifiable decisions, reviewing these as necessary. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

#### Working with others

Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility by regularly interacting and talking with people. Consults widely and involves people in decision-making, speaking to people in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Sells ideas convincingly, setting out the benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively, and fully commits to team decisions.