



Police Scotland

Role Profile

Rank / Grade:	SPA Grade 7
Role:	Procurement Specialist
Business Area:	Corporate Services Procurement
Reports To (Post Title):	Senior Procurement Specialist
Work Location:	Dalmarnock
Date Of Completion:	July 2022

Role Purpose

(This section summaries the key function of the role)

Reporting to the Category Manager, they will manage and deliver a range of complex spends in order to provide SPA/Police Scotland with efficient and effective provision of procurement services in line with overall organisational goals and relevant legislation and directives.

They will support and influence continuous improvement and value-add deliverables across the relevant categories of non-pay spend, across all relevant suppliers to provide SPA/Police Scotland with efficient, effective and compliant provision of procurement.

They will help devise, implement and manage all relevant contracts, covering a diverse range of contractual areas and relevant specialisms, across their category. They will have responsibility for the delivery of efficient, effective tendering processes, contract management and ensuring adherence to legal and statutory requirements and support delivery of Procurement and Supply Chain policy across the entire organisation.

The post-holder will support the development of Police Scotland contracting ability, contracting approaches and risk management and be responsible for supporting the implementation of these to ensure compliant, transparent and best value spending decisions, whilst supporting innovative procurement, collaboration and partnership models.

Key Accountabilities

(This section details the key responsibilities required for the role)

1. Utilise and maximise category spend, stakeholder, supplier and market analyses to facilitate the identification of opportunities to support the development of category strategies whilst providing the commercial interface between suppliers and customers and work to assist the development of the local and wider supply base.
2. Work to establish, build and maintain positive, constructive working relationships with internal and external stakeholders, including to:
 - a. Support, create and implement sourcing strategies for all relevant expenditure categories that enable Police Scotland to deliver and align to national policies and strategies;
 - b. Negotiate with and directly influence suppliers, stakeholders and Managers in Police Scotland to recommend and implement solutions that strategically deliver best value across the organisation;
 - c. Support the establishment and building of networks within the wider Scottish Public sector and UK Government procurement communities to promote the sharing of relevant information and best practice; actively participate in external events relating to supporting and delivering solutions to policing.
3. Support a strong and accountable performance management culture within the function that places emphasis on the economic, efficient and effective use of public money and ensure that relevant KPIs and PIs are achieved and to agreed timescales.
4. Manage the delivery of allocated category initiatives and projects including providing expertise and guidance and monitor the progression of each relevant initiative and/or project.
5. In partnership with organisation stakeholders, identify and lead the creation of credible savings opportunities and delivery plans, adopting a strategic, cross-organisational approach; monitor, manage and agree benefits realisation and help achieve or exceed the annual budget for cost savings.
6. Carrying out and overseeing tender processes, providing support and guidance when required, to ensure that legal and best practice standards are met and meet the required regulations.
7. Advise, assist and constructively challenge customer development of technical requirements and support outcome based specifications that maximise the ability for suppliers to deliver competitive and innovative solutions.
8. Shaping and approving the mobilisation plans and ensuring that contracts are effectively handed-over once procurement exercises have been completed. Also work with the Operational Team to establish and manage appropriate procurement contract management for all relevant contracts to support performance monitoring within the category.
9. Support status reporting for the category and report status, risks and issues through to Procurement leadership.
10. To provide specialist advice and guidance on Procurement matters covering multiple complex areas, demonstrating an in-depth understanding of proposed initiatives, and ensuring compliance with all relevant legislation, directives, national policies and standards, and best practice.
11. Proactively renew and share knowledge of public sector procurement policy, commercial and legislative developments and facilitate the sharing of knowledge and continual improvement in

Key Accountabilities

(This section details the key responsibilities required for the role)

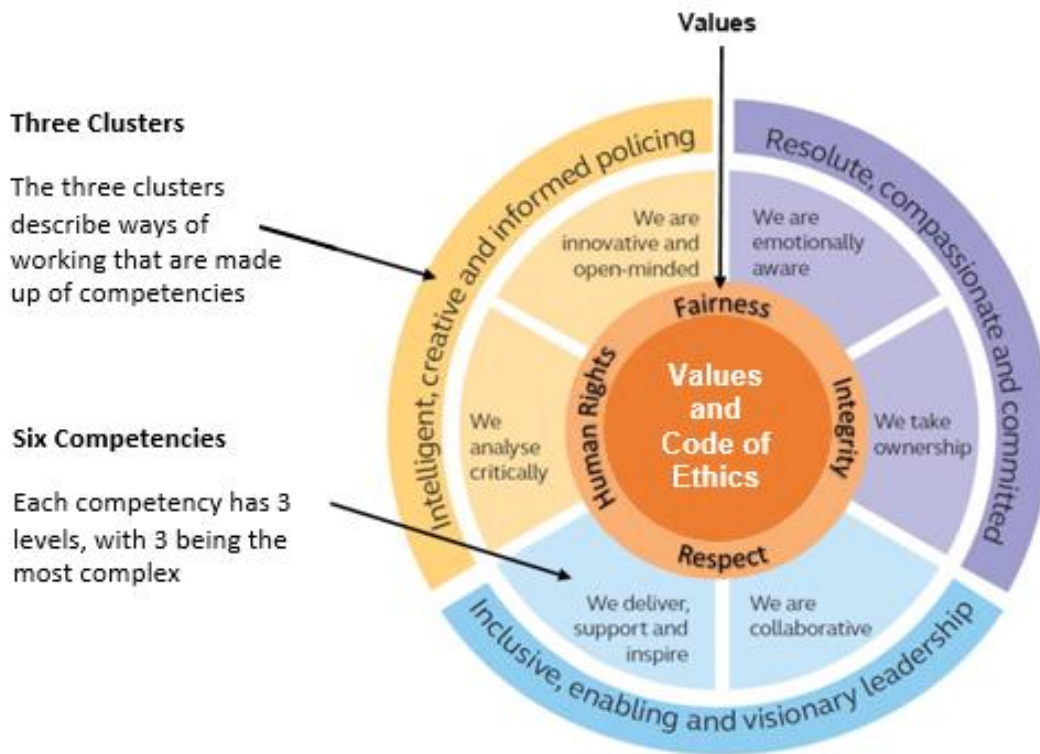
procurement process, policy, procedures and systems to optimise the procurement team resources.

12. Provide procurement advice and guidance to Senior Management involved in setting and monitoring large to very large budgets, ensuring best value and effective utilisation of financial resources.
13. When necessary, represent the Category Manager at meetings and similar forums.
14. Work with the Operational Procurement and Logistics teams to ensure that there is a risk and opportunity based prioritisation programme for all relevant procurement activities and to develop efficient and effective communication links with suppliers and customers.
15. Through the Category Management, Supplier and Contract Management and supporting PIP and P2P, support continuous improvement and year on year cost down initiatives where possible via commercial contracts with suppliers.
16. Responsible for managing and accessing risk within all areas of associated initiatives, contracts and spend.

The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role.

Competency Values Framework (CVF)

All roles are expected to know, understand and act within the Police Scotland Code of Ethics. The Competency and Values Framework (CVF) has six competencies that are clustered together into three groups. Under each competency are three levels that show what behaviours will look like in practice.



It is suggested that this role should be operating or working towards the following levels.

Resolute, compassionate and committed	
We are emotionally aware	Level 2
We take ownership	Level 2
Inclusive, enabling and visionary leadership	
We are collaborative	Level 2
We deliver, support and inspire	Level 2
Intelligent, creative and informed policing	
We analyse critically	Level 2
We are innovative and open-minded	Level 2

Education, Qualification, Skills and Experience

(outlines the skills and education and qualification requirements to be able to fulfil the role)

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- Degree qualified/ Chartered Institute of Purchase and Supply (CIPS) qualified.
- OR**
- In the absence of formal qualifications, at least 5 years procurement experience at a senior level is required in order to manage and support this significant national service.

Essential

- Extensive experience of operating at a senior and strategic level in a large, complex organisation.
- Proven leadership skills, with experience of managing and motivating large teams of staff; and developing commercial capability.
- Ability to work on own initiative and make sound strategic decisions.
- You will have strong leadership, people management, communication and influencing skills.
- A strong people leader – inspiring and engaging.
- Prioritise workloads and delegate.
- Excellent experience in both procurement and P2P environments.
- Excellent presentation skills.
- Natural aptitude for problem solving – leading and coaching team members to identify the cause of issues, appraise solutions and quickly translate into action.
- Coaching and mentoring skills.
- Excellent influencing skills, including development of common goals, gaining consensus and agreement across groups of individuals.
- Considerable experience of working with internal and external stakeholders to deliver best value commercial decisions and contracting approaches.
- Specialist knowledge of EU/UK procurement legislation, procurement contract law and public sector procurement frameworks.
- Demonstrable experience of providing strong professional leadership.

Desirable

- Having both Commercial and Public Sector experience.
- P2P systems experience.
- Experienced in Excel, PowerPoint and word.

Is A Driving Licence Required?

Not Required

Any Special Requirements Pertinent To The Post

N/A

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Continuing Professional Development (CPD)

(Outlines possible continuing professional development activities which enable the individual to maintain and enhance competence in the role)

Professional Registration / Licence

(outlines any ongoing registration or licensing requirements of the role)

Complete all annual and mandatory training required for the role.