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| JOB DESCRIPTION & PERSON SPECIFICATION |
| **Director Area:** Fire and Rescue | **Job Ref Number:** 03027 |
| Service Area: Lincolnshire Fire & Rescue Service | Grade: G10 |
| **Job Title:** Contracts & Procurement Manager |
| **PURPOSE OF JOB:** To direct, promote and deliver commercial contractual arrangements for Fire and Rescue that assists the Authority to achieve its strategic aims and objectives in accordance with best practice and within legislative requirements.Additionally to promote and develop efficient and effective business relationships and to nurture long-term strategic partnerships to drive continual improvement in standards and performance and reduce risks. |
| **STRUCTURE CHART:** |
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| **MAIN DUTIES:** |
| * 1
 | To lead, monitor and develop the knowledge and skills of the Contracts and stores Officer and encourage them to work creatively to help achieve the strategic objectives of the Authority and in accordance with the Council’s sustainable procurement strategy and vision, financial regulations and appropriate legislation and regulations. |
| * 2
 | Managing a portfolio of contracts including the frontline emergency fleet and operational equipment, Collaborative Personal Protective Equipment (PPE), Uniform, Breathing Apparatus (BA), support LFR as main contact.  |
| * 3
 | To work with service providers to develop partnerships at a strategic level which underpins the principles of continuous improvement and best value and to create quality assurance through collaboration, consultation, sharing good practice and learning from experience with contractors.  |
| * 4
 | To embed commitment to partnership working through effective and informed relationship management. To establish a Partnership Protocol and to develop a partnership interface [formal and informal] to ensure workable and effective communications.  |
| * 5
 | Oversee the management of all contracts related to goods, services, and works. Ensure compliance with UK Public Contract Regulations and internal financial regulations. |
| * 6
 | Share experience and knowledge gained in the management of different contracts to contribute to the re-letting of future contracts. Monitor, review and liaise with partners on developing their integrated management systems to maximise benefits. |
| * 7
 | Develop relationships with contractors to ensure that the authority is provided with high quality professional/technical advice on contract related matters including health and safety, legislation and specifications, acceptance of Contractors’ design solutions in liaison with end users.  |
| 8 | To promote procurement practices and policies which contribute to the priorities of equality and diversity, to ensure risk is appropriately managed and that all procurement remains legal, ethical and transparent whilst embodying the Authority’s Core Values. Also working towards Lincolnshire being a Fair Trade County. |
| * 9
 | In conjunction with strategic partners, produce implementation plans and make recommendations for continuous improvement targets which embrace advances in technology towards increased operational efficiency and to identify and deliver year on year efficiency savings where possible. |
| 10 | To measure contractual performance against KPI targets, analyse and interpret data to be able to evaluate overall performance and recommend remedial action to correct shortfalls or failure to perform. Through the process of measurement and evaluation there will be a need to identify opportunities for improvements and managing change to agree planned implementation with partners. Monitor and manage supplier performance, ensuring that all contractual obligations are met and addressing any issues promptly. |
| 11 | To plan, manage and control financial budgets with an influence on expenditure of approximately £7 (2025/26).  |
| * 12
 | To apply charges/abatements/liquidated damages for contractual non compliance, authorising contract payments and examining and challenging additional costs for goods and services outside the scope of the contracts. |
| * 13
 | To manage, through access to professional and technical advice/expertise, engineering and manufacturing investigations and ensure plans of action are undertaken to determine and develop appropriate measures and remedies within relevant H&S and Workplace Regulations for the provision of safe working practices for F&R Service personnel.  |
| * 14
 | Close liaison with service providers to plan and prepare necessary training practices and the production of operating manuals/instructions/guidance will be necessary to ensure contractors provide their legal obligations under H&S law. Through joint research and development with service providers, improved technology and design of fleet and operational equipment (including PPE and RPE) will be achieved by the preparation of evaluation reports on specific project issues. Quality assurance will be maintained by performance measurement and assessment of standards resulting in recommendations to F&R Service management towards developing and implementing improved strategy and quality policies. |
| * 15
 | To plan, allocate and agree the delegation of responsibilities for the management and administration of contracts. Identify and plan the personal development of the Contracts Team and individual needs are maximised to achieve performance objectives. This also involves monitoring, directing and instructing contract staff to ensure effective, efficient and economic use of resources. Staff activities require planning and co-coordinating to ensure the quality of service is maintained and constantly reviewed to improve performance. |
| * 16
 | To plan and chair strategic partnership meetings as required.  |
| * 17
 | To participate as a member of the Fire Service’s Contract Management Group at local, regional and national level, by involvement in formulating and implementing agreed policy. This will be achieved by allocation of roles and responsibilities and by maintenance of effective working relationships with partners. |
| * 18
 | Establish and manage compliments/complaints/concerns process from end users and contractors to inform and guide the joint consideration of key issues. |
| * 19
 | Prepare, present and communicate high quality information to allow efficient and effective procurement decisions to be made. To inform the development and review of policies, procedures and guidelines to ensure that these are communicated and adopted as appropriate within service. |
| * 20
 | To actively contribute to project teams and working groups engaged in service and organisation change to achieve effective outcomes. |
| * 21
 | Monitor the use of purchasing cards within Fire and Rescue to procure low value goods and services. |
| * 22
 | To identify opportunities to collaborate on procurement and support this within Fire and Rescue. |
| * 23
 | To write, share and publish on LFR intranet information of internal interest on Operational Support Department related information.Responsibility for Service Order PPE and uniform. |

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| **PERSON SPECIFICATION** |
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| Requirements | Where identified\* | Essential | Desirable |
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| **Qualifications** |
| Qualified in an appropriate professional qualification relevant to the post (preferably MCIPS) |  A |  X |   |
| Minimum of five years practical experience in procurement and contract management |  A/I | X  |   |
| **Experience:** (Demonstrable experience identified within the section below) |
| Experience of financial management including the preparation, monitoring and control of revenue and capital budgets and also negotiating with external suppliers. |  A | X  |   |
| Experience of managing and leading a team of staff within a multi-disciplinary environment and ensure they are motivated, trained and developed |  A/I | X  |   |
| Experience of working to achieve organisational and service change |  A/I |  X |   |
| **Knowledge & Skills**  |
| An excellent knowledge of partnership engagement and a commitment to working in partnership with colleagues |  A/P |  X |   |
| An awareness of the importance of having a commercial approach within a large public organization together with an understanding of the principles of ‘best value’, efficiency and Value for Money in public sector |  A/P |   | X  |
| An awareness of the importance of maintaining and ensuring confidentiality and security of sensitive information particularly that of a commercial nature |  A/I | X  |   |
| An awareness of equality issues and a commitment to ensuring appropriate policies are implemented in the context of the duties and responsibilities of the post  |  I |   | X  |
| Staff management and supervision, including recruitment, selection and development |  A/I | X  |   |
| Up to date knowledge of County Council and Fire & Rescue Policies and Procedures.  |  A |   | X  |
| Knowledge of change management |  A |   |  X |
| Knowledge of risk management |  A |   |  X |
| Ability to plan and manage resources to deliver Business Results |  P |  X |   |
| Ability to nurture strategic relationships across the Service to promote good practice and promote openness and honesty and develop an environment of trust |  I | X  |   |
| Previousexperience of using Business World |   |   |  X |
| Excellent IT skills including full Micro soft office knowledge |  A | X  |   |
| Excellent organisational skills | A | X |  |
| Current Driving License |  | X |  |
| Ability to negotiate effectively to achieve conflict resolution and positive outcomes. | A | X |  |
| Ability to manage own and teams workload to meet demand | A/I | X |  |
| Ability to think in a logical and analytical manner in order to provide effective solutions to complex problems and to ensure accuracy of contracts | A/I | X |  |
| Ability to work effectively on your own initiative and as part of a team. | A/I | X |  |
| Ability to search for new and innovative solutions to complex problems | A/I | X |  |
| Ability to travel to other locations for meetings, training and other duties. |  | X |  |
| Excellent interpersonal skills including organisation, time management, tact, diplomacy and negotiation | A/I | X |  |
| Ability to produce high quality work under pressure and to tight deadlines |  | X |  |
| Resolution of conflict skills |  | X |  |

\*A = Application form T = Test/Assessment I = Interview P = Presentation |
| **GENERAL**The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self–service to achieve maximum cost effectiveness.The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies. |
| **Other Duties -** The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. |
| **Safeguarding -**.All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.  |