

JOB DESCRIPTION

Post : Head of Procurement

Reports to: Head of Finance

Location :

Manchester, Birmingham, Cardiff, or Wakefield. Hybrid working applies and the postholder will have the option to work from home in accordance with our policy

Grade : 15

Salary: £59,740

Contact: Permanent

ORGANISATIONAL CONTEXT

The Independent Office for Police Conduct (IOPC) provides independent scrutiny of the police on behalf of the public. We ensure that officers who may have misused the power they have been entrusted with, are held to account. We also focus on helping the police learn when things go wrong, to improve policing for everyone. We look at systems and processes to share learning and insights which help strengthen the whole policing system.

Police forces deal with the majority of complaints against police officers and staff. We investigate the most serious complaints and conduct matters directly. These are often high profile cases of national interest.

The procurement function ensures that our commercial activity meets the standards set out in Government Functional Standard GovS 008: Commercial. The function is responsible for the management of commercial performance and contractual supplier management

There are 5 colleagues in the team. We are currently in the process of adopting hybrid working and moving support posts out of London. The successful applicant can work from any of our office bases out of London and may work from home according to our Business Needs Framework, which specifies the relatively small number of activities which must be conducted face to face.

1. OUR VALUES

Our values inform everything we do



Seeking truth

We feel privileged to be the custodians of the police complaints system. We value the trust of the public and police and commit to being just and fair in uncovering the truth. We recognise that a just outcome relies on being unbiased and transparent in getting to the truth of what happened.



Being inclusive

We have an inclusive culture. We are fair and impartial in our treatment of all individuals. We work across boundaries, both internal and external, collaborating and building strong relationships.



Empowering people

We believe everyone should be a leader and play a part in shaping the direction of the organisation. We provide a supportive and challenging environment where people can thrive and reach their potential. We trust our people to do the right things. We encourage calculated risk taking and evidence-based decision making. Where genuine mistakes are made, we will support people and identify opportunities for learning and improvement. We ensure that people can make complaints without experiencing unfair treatment.



Being tenacious

Our work requires us to be bold, resilient, and committed to making a difference to the public. We take our duties as public servants to heart and our dedication is reflected in our work. We meet challenges with perseverance to attain individual and organisational goals.



Making a difference

The value of our work is not defined solely by volume, but by the impact our work has on policing and public confidence. We define quality by how well our work meets the service user needs. We will focus our efforts on areas that will make a difference to our communities.

2. OUR MANAGEMENT CHARTER

Our expectations of all IOPC Managers is set out in our Management Charter

				
Seeking truth	Being inclusive	Being tenacious	Empowering people	Making a difference
Chwilio am y	Bod yn Gynhwysol	Bod yn Daer	Grymuso Pobl	Gwneud Gwahaniaeth
Be curious and take time to understand the problems and pressures you are facing Be visible, accessible and seek your input Bod yn chwifrydig a chymryd amser i ddeall y problemau a phwysau rydych chi'n wynebu Bod yn weladwy, hygyrch a cheisio eich mewnbwn	Proactively listen to you, communicate and share information openly, involving you in decisions Create a place to work where diversity is celebrated and wellbeing is supported Gwrando amoch chi'n rhagweithiol, cyfathrebu a rhannu gwybodaeth yn agored, eich cynnwys mewn penderfyniadau Creu lle i weithio ble mae amrywiaeth yn cael ei ddathlu a llesiant yn cael ei gefnogi	Be resilient and lead from the front in challenging times Be courageous and do what's right, not easy Bod yn wydn ac arwain o'r blaen mewn cyfnodau heriol Bod yn wrol a gwneud yr hyn sy'n gywir, nid yr hyn sy'n hawdd	Support you to learn, operate a no-blame culture when mistakes are made and work together to achieve our goals Trust you to do your job, help support you and your decisions and recognise your contributions to the organisation Eich cefnogi chi i ddysgu, gweithredu diwylliant o beidio beio pan fydd Ymddiried ynoch chi i wneud eich gwaith, helpu eich cefnogi chi a'ch penderfyniadau a chydabod eich cyfraniadau i'r sefydliad	Ensure our work makes a positive impact and focuses on our customers Drive the quality of our work by encouraging innovations and initiative Sicrhau bod ein gwaith yn cael effaith bositif ac yn ffocysu ar ein cwsmeriaid Ysgogi ansawdd ein gwaith trwy annog arloesi a menter

3. Responsibilities

As Head of Procurement you will play a pivotal role in delivery of IOPC commercial activity to the standards set out in Government Functional Standard GovS 008: Commercial. This includes the effective planning, delivery and management of commercial performance and contractual supplier management.

Duties will include:

- Act as the principal procurement advisor to the Procurement Board, ensuring the Board is sighted on current and upcoming procurement, contracts management issues and planned service changes and improvements.
- Develop the IOPC procurement and contracts management strategy, setting out a three year plan to ensure we achieve best practice standards using creative thinking, commercial awareness, and experience to make well informed judgements and influential proposals.
- Ensure the IOPC meets the requirements of the Government Functional Standard 008, and that the IOPC is procuring in line with regulations, law and delegations from Cabinet Office and Home Office
- Ensure that the procurement pipeline is managed effectively

- Lead end to end procurement activity including requirements definition, market engagement and developing solutions including specification, technical and financial evaluation and contract drafting.
- Work closely with the Data Protection Officer, Audit and Risk Manager and Cybersecurity risk manager to ensure that evaluation of bids takes account of the relevant technical guidance
- Review and sign contracts for goods and services on behalf of the IOPC
- Lead contract implementation and management activity, working closely with stakeholders to deliver mobilisation, performance management, variations, negotiation and exit activity.
- Personally lead high value/risk contract management on behalf of business owners.
- Lead on assurance activities including compliance with Cabinet Office guidance and Home Office controls relating to practice and governance to enable contract award.
- Develop the procurement performance dashboard.
- Line manage a procurement team of three Procurement Managers and two administrative staff.
- Report to the Audit and Risk Committee from time to time
- Manage the procurement team budget of £375,000
- Drive understanding of good procurement management across the IOPC through the provision of training, information, and advice, encouraging business owners to manage suppliers and contracts effectively.
- Engage in meaningful, challenging conversations with suppliers, internal customers, and stakeholders to ensure that goods and services are procured appropriately and contract KPIs are delivered
- Promote and facilitate effective relationships between the procurement team procuring managers and suppliers, ensuring that our colleagues and partners are treated fairly with courtesy and respect.
- Maintain knowledge of best practice in public procurement and ensure that Procurement Managers maintain their CPD

PERSON SPECIFICATION

Qualifications:

- Essential: Good general education [minimum two A levels or equivalent]
- Full membership of the Chartered Institute of Purchasing and Supply (MCIPS), or equivalent professional qualification.

Experience:

- Evidence of improving procurement practice in a public sector environment.
- Evidence of managing all day-to-day procurement matters working to targets and timelines,
- Evidence of delivery of procurement projects that comply with public sector procurement policy and legislation
- Evidence of using data to highlight emerging trends and use this learning to support procurement delivery and decision making.
- Evidence of the ability to communicate your knowledge to senior managers and to develop these skills in the wider procurement team
- Demonstrable ability to manage non-performing suppliers to achieve their KPIs, working in accordance with our values

Selection process

This vacancy is using **Success Profiles**. As part of the application process, you will be asked to complete 4 sift stage questions around Behaviours, Experience and IOPC Values.

The Behaviours being assessed are:

- Seeing the bigger picture
- Changing and improving
- Leadership
- Working together

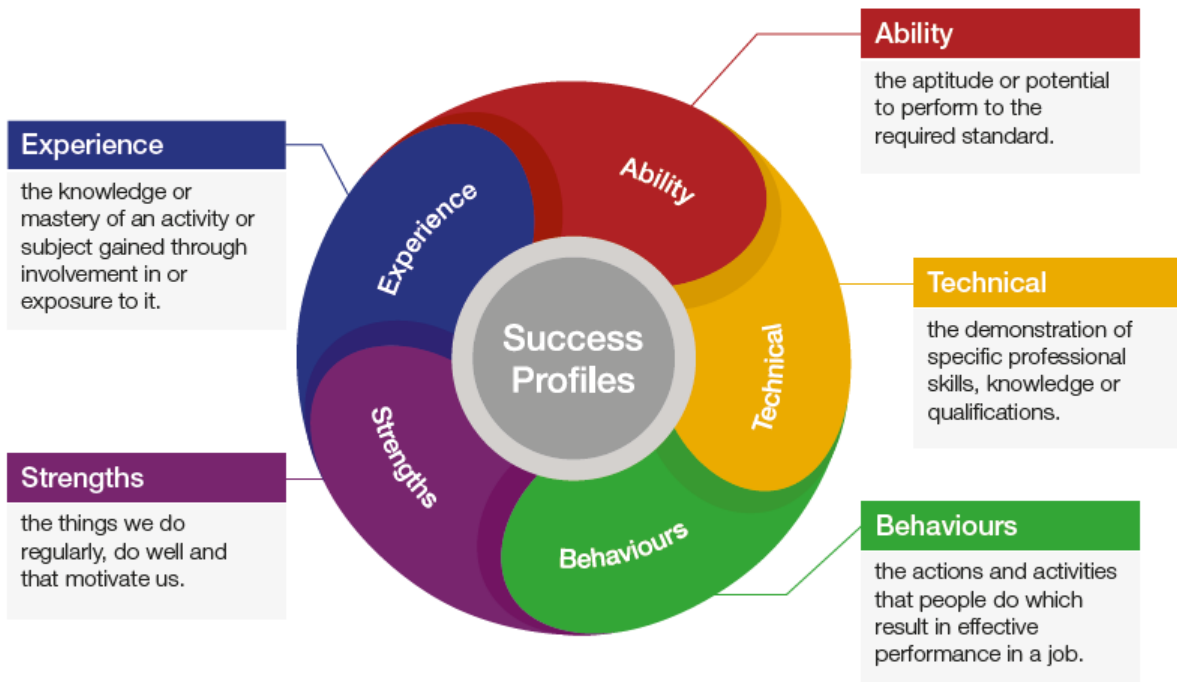
For candidates who reach the interview stage, we will provide further details of what will be assessed.

What is Success Profiles?

Success Profiles moves us to a tailored way of assessing, dependent on the requirements of the job. For each role we advertise, we consider what you will need to demonstrate in order to be successful. This gives us the best possible chance of finding the right person for the job, drives up performance and improves diversity and inclusivity so that we can truly reflect the communities that we serve.

Not all of the elements are relevant to every role and will vary depending on the level and type of role. You should ensure you read the job description carefully to see what elements are required for the specific job you are applying for. There are separate guides to each of the elements, which will give you more information about what and how you can demonstrate specific requirements.

What are the elements of the Success Profile?



How the elements are assessed

You could be assessed in a number of different ways, depending on the type of role and level you

are applying for. Using a range of assessment methods helps us to more accurately match people to the essential requirements of the job. For example, you may be asked to complete an application form; provide a CV and supporting statement; attend an assessment centre; or complete an online test. Often a combination of these approaches will be used and more than one element may be tested within the same assessment method.

Details of which elements will be assessed and how we will assess you against these, are included in the job description.

Reasonable adjustments

The IOPC is a diverse and inclusive workplace and we want to help you demonstrate your full potential whatever type of assessment is used. If you require any reasonable adjustments to our recruitment process please let the recruiting manager know.

Preparation checklist

Review the full job description ☐

Review the behaviours and the descriptors for each behaviour ☐

Review the Strengths dictionary ☐

Review the IOPC values ☐

Consider your Strengths (if applicable) ☐

Consider drafting example answers that cover the specific elements ☐

Prepare some questions to ask the interviewers ☐

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