



Cheshire

Fire & Rescue Service

JOB DESCRIPTION

Job Title:	Senior Procurement Manager
Department:	Governance
Location:	CFRS Head Quarters, Sadler Road
Post Number:	TBC
Grade/Role:	PM3
Special Allowances:	None
Responsible to:	Head of Governance (Monitoring Officer)

JOB PURPOSE

To lead, develop and manage the Procurement and contract management function across the Service to enable the delivery of high-quality services to the public and internally. The Senior Procurement Manager will ensure that all procurement activity complies with public sector procurement law, strategic plans, financial regulations and audit requirements and optimises quality and value.

PRINCIPAL RESPONSIBILITIES

1. Design and prepare specifications for tenders and contracts, evaluation of submissions, drafting terms and conditions, awarding and monitoring within the context of financial regulations, and national procurement legislation / guidance (including Procurement Act 2023 and successor legislation).
2. Provide strategic procurement advice to the organisation, to include taking lead responsibility for Estates (including Construction) and Information Technology (including complex integrated IT solutions) procurement.
3. Develop and lead strategic meetings to provide guidance and support around key areas of the business, support planning and assist with effective work allocation.
4. Effectively manage and monitor services, operating agreements, and contracts in line with agreed priorities. Investigate and take appropriate action when dealing with breaches of service levels/agreements, which includes the management of financial penalties where appropriate.
5. Manage the review of existing contracts and Service Level Agreements to ensure that the contract provides best value and achieves high levels of quality. Negotiate the terms and conditions for the renewal of contracts.
6. Update a structured contract documentation storage system (e.g. e-tendering and contract management systems), enabling the provision of relevant information quickly and efficiently, and that all information is managed in accordance with information governance requirements.

7. Embed contracts within relevant business areas in conjunction with the contract owner, ensuring that appropriate procedures and documentation are in place.
8. Maintain professional knowledge of self and team to ensure advice and processes followed are based on current procurement legislation, good practice and guidance, and promote and develop a culture within the organisation of good procurement practices.
9. To operate at an advanced professional level within the Service whilst leading, developing and motivating a team of procurement professionals to deliver a high-quality service to the organisation.
10. To engage with a wide variety of suppliers and service providers to include undertaking visits, and attending regional and national meetings, including visiting partners and other emergency services.
11. To facilitate the embedding of appropriate ethical and social value criteria within contractual requirements for suppliers in line with Fire Authority policy.
12. To drive innovation, continuous improvement and adoption of digital solutions within the Procurement function.

CORE RESPONSIBILITIES FOR CHESHIRE FIRE SERVICE PERSONNEL

Team and Personal Performance

Take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge, and competence to fulfil the role.

Communicate skills and knowledge to colleagues to support the development of their personal and professional competence.

Personal Accountability

Manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

Values and Behaviours

Encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty.

Comply with Cheshire Fire Authority's Health & Safety policies to support a safe working environment.

Promote and adhere to Cheshire Fire Authority's Equality, Diversity and Inclusion Strategy and principles to support the development of a diverse workforce and respect the views and needs of the wider community.

N.B

Notwithstanding the detail in this job description, in accordance with the Cheshire Fire Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire Service.

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1	August 2026	MA



Job Title: Senior Procurement Manager

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
<u>Qualifications/Experience</u> Qualified to Level 6 in a procurement or business-related subject Level 6 in Chartered Institute of Purchasing and Supply Significant senior level experience of leading procurement and contracts activity in a complex organisation Experience with Estates and/or Construction contracts and / or Information Technology contracts. Experience of leading a high performing team Experience in a public sector environment	* * * *	* *
<u>Knowledge & Skills</u> Substantial knowledge of procurement rules and legislation Professional influencing, advocacy, and negotiating skills in a business environment. Commercial awareness and knowledge of factors affecting the supply market. Able to demonstrate political awareness Excellent organisational skills and ability to manage a varied workload and competing deadlines. Well-developed IT skills including good knowledge of Microsoft Office.	* * * * *	

<u>Personal Competencies</u> Self-motivated and able to manage and prioritise own workload. Highly developed communication skills Excellent interpersonal skills with the ability to work well with Elected Members, officers, suppliers, and/or the public. Positive attitude to change, innovation and continuous improvement Other requirements Must have a driving license and be willing to travel	* * * * *	
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