

JOB PROFILE



JOB TITLE:	Procurement Lead for National Resilience New Dimension 2 Programme
SALARY GRADE:	16
JE REFERENCE:	A810
DIRECTORATE:	Finance & Procurement
TEAM:	Procurement
LOCATION OF WORK:	SHQ
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Head of Procurement
RESPONSIBLE FOR:	Assigned Staff (including Category Managers) & Project delivery

LEADERSHIP BEHAVIOUR LEVEL:	Leading Others
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MAIN JOB PURPOSE

To take the strategic lead on the development and delivery of work plans and effective management of the Procurement of New Dimensions 2, national capability uplift programme, by engaging with key internal and external stakeholders in aligning their requirements to New Dimensions goals whilst always ensuring value for money.

The post holder will be committed to, encourage and promote the values of Merseyside Fire and Rescue Service, the National Core Code of Ethics for Fire & Rescue Services, Fire Standards and act in accordance with our Ground Rules.

KEY AREAS OF RESPONSIBILITY

- ☐ Contribute to the design, development and delivery of National Resilience's New Dimensions 2 Programme, whilst delivering value to stakeholders through proactive and innovative procurement activities.
- ☐ Consult and engage with the National Resilience Assurance Teams, MHCLG and users across the Service to understand their requirements to have fit for purpose contracts in a timely manner.
- ☐ Deputise for the Head of Procurement in matters relating to New Dimensions 2 Procurement as directed and when the head of service is unavailable e.g. attendance at meetings.
- ☐ Work closely with the New Dimensions 2 Programme Lead Officer for MFRA, acting as the principal point of contact for all procurement matters related to the programme.
- ☐ Manage strategic framework agreements as concluded by Merseyside Fire and Rescue Authority for and on behalf of other blue light services and lead on the procurement of such framework agreements.
- ☐ To create and maintain professional relationships with customers, suppliers and other external bodies, in particular Fire Services, other Public Sector Authorities and Professional Buying Organisations, with a view to working collaboratively.
- ☐ To develop invitations to tender, including specifications in conjunction with Category Managers and technical subject matter experts for incorporation into contracts.
- ☐ To take a leading role in the evaluation of commercial offers received by the Authority.

- ▣ To provide expert advice and guidance to colleagues and customers about Procurement including Contract Standing Orders, relevant legislation, routes to market, and contract management.
- ▣ To supervise, build and create a high performing Procurement team, manage its performance and development through appropriate policies and procedures, appraisals and development plans. He/she is regularly required to give instructions to other employees, or those in a similar position, and check their work.

To undertake any other duties deemed suitable by the Authority commensurate with the grade.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with **Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

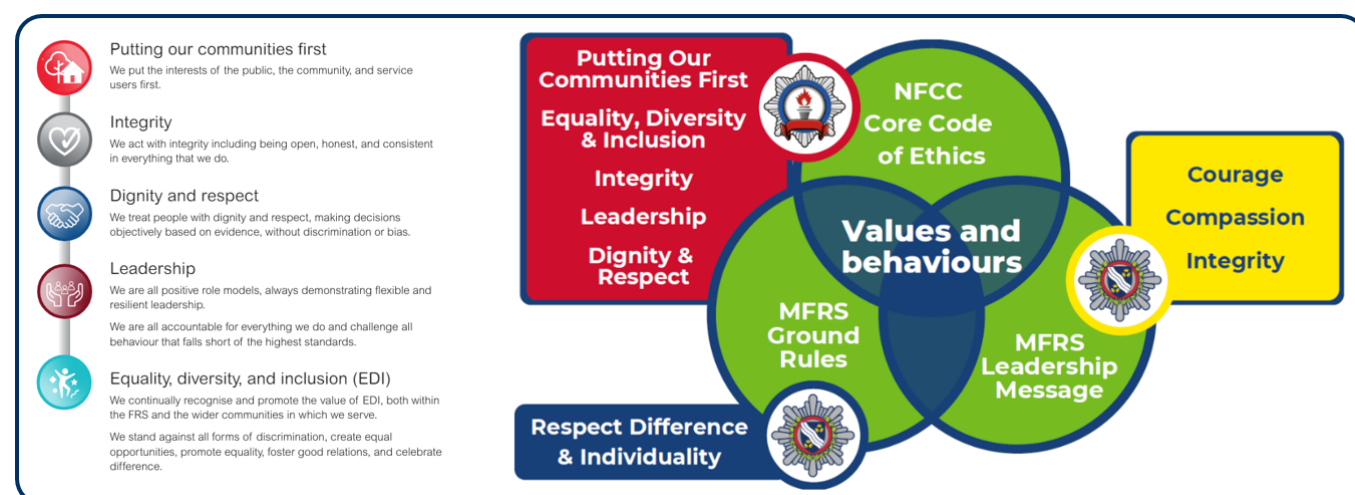
We serve with **Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with **Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

LEADING OTHERS

Personal Impact	I consistently lead by example.	I take responsibility for inclusion, and encourage different points of view.	I give and receive feedback.
Outstanding Leadership	I work with the team to establish a clear sense of purpose and set expectations to achieve our goal.	I have responsibility for team effectiveness which focusses on improving outcomes and decisions.	I look for opportunities to support others through appraisal, coaching and mentoring.
Service Delivery	I seek to understand, prioritise & address the specific risks and diverse needs of people and communities.	I look ahead to anticipate issues with local service delivery and performance and make plans to resolve or minimise issues.	I encourage my team to build constructive working relationships with others to achieve our aims.
Org. Effectiveness	I make sure the team understands how our work contributes to and delivers organisational priorities.	I manage quality in my team, and use various sources of feedback and evidence to understand how we are performing and managing risk.	I promote continuous improvement for the team and the organisation through listening and implementing ideas.

Date job profile prepared / revised:

Hywyn Pritchard October 2025

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Procurement Lead for National Resilience New Dimension 2 Programme	Team:	Procurement
Salary:	Grade 16	Directorate:	Finance & Procurement
JE Reference:	A810		

QUALIFICATIONS & TRAINING		ESSENTIAL/DESIRABLE	ASSESSED BY
	Chartered Institute of Procurement and Supply (CIPS) – Member (MCIPS)	E	A, PD
	Honours degree	D	A, PD
	Contract Management or suitable experience	E	A, PD
	Project Management e.g. PrInCE 2	D	A, PD
KNOWLEDGE & EXPERIENCE		ESSENTIAL/DESIRABLE	ASSESSED BY
	Up to date knowledge of current best practice and emerging developments within procurement	E	A, I
	Significant experience of working in a procurement environment	E	A, I
	Experienced in senior procurement management	D	A, I
	Awareness of the legal framework	E	A, I
	Strong commercial awareness	E	A, I
	Budget control and management	D	A, I
	Proven experience in procurement strategic planning and development, project management and policy development	E	A, I
	Tendering for Goods, Services or Works	E	A, I
	Management and motivation of staff	E	A, I
	Public sector procurement and governance	D	A, I
SKILLS & ABILITIES		ESSENTIAL/DESIRABLE	ASSESSED BY
	Personal commitment to excellence	E	A, I
	Excellent 3 rd party contract management	E	A, I
	Strong written and verbal communication	E	A, I
	Excellent interpersonal skills with the ability to manage a wide stakeholder base	E	A, I
	Effective Negotiation	E	A, I
	Critical Analysis of Specifications including Award Criteria	E	A, I
	Conducting Evaluations	E	A, I
	Contract Drafting	E	A, I
WORK RELATED CIRCUMSTANCES		ESSENTIAL/DESIRABLE	ASSESSED BY
	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
	Role is currently based at MFRA HQ, but travel will be required across the UK on occasion	E	A, I
	Flexibility over working hours may be required to meet the needs of the business	E	A, I

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will facilitate
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