



<b>JOB TITLE:</b>	Procurement Assistant
<b>SALARY GRADE:</b>	Grade 4
<b>JE REFERENCE:</b>	A728
<b>DIRECTORATE:</b>	Finance and Procurement
<b>TEAM:</b>	Procurement
<b>LOCATION OF WORK:</b>	MFRS Service Headquarters
<b>HOURS OF WORK:</b>	35 Hours per week
<b>DIRECTLY RESPONSIBLE TO:</b>	Category Manager
<b>LEADERSHIP BEHAVIOUR LEVEL:</b>	Leading Yourself

**MAIN JOB PURPOSE**

The Procurement Assistant's primary responsibility is to assist the Procurement Team as well as MFRS staff to procure goods, services and/or works for Merseyside Fire and Rescue Authority, including those required for the purposes of National Resilience. Contracts are to be fit for purpose, agreed in a timely manner and compliant with the Authority's Contract Standing Orders and all relevant legislation.

The Procurement Assistant will be responsible for maintaining databases, updating web pages, operating the e-procurement applications and organising meetings and provide meeting notes, actions and/or minutes.

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

**KEY AREAS OF RESPONSIBILITY**

1. To maintain professional relationships with customers, suppliers and other external bodies, in particular Fire Services, other Public Sector Authorities and Professional Buying Organisations.
2. To provide advice, guidance and information to both internal and external partners on procurement requirements and practices including responding to freedom of information requests.
3. To assist with specifications' drafting and pricing schedules' drafting in conjunction with Category Managers and technical subject matter experts.
4. To help prepare tenders including the creation of projects on the procurement portal as well as tender documentation, including invitations to tender and/or request for quotations in support competitive exercises.
5. To participate in the evaluation of tenders or quotations with the Category Manager (s) and relevant parties, including the drafting of award criteria and scoring matrices.
6. To draft contracts and where necessary produce reports to award contracts to suppliers.
7. To maintain the contracts database and publish award notices as necessary.
8. To approve requisitions through the e-procurement applications (eFIN).
9. To manage the procurement electronic mailboxes, including [procurementINTL@merseyfire.gov.uk](mailto:procurementINTL@merseyfire.gov.uk) and [procurementMFRS@merseyfire.gov.uk](mailto:procurementMFRS@merseyfire.gov.uk)

10. To provide advice and guidance to both internal and external stakeholders on procurement matters, signposting to team members where necessary and assist where necessary with wider Procurement administrative duties.

11. Any other duties commensurate with the grade as directed.

## 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

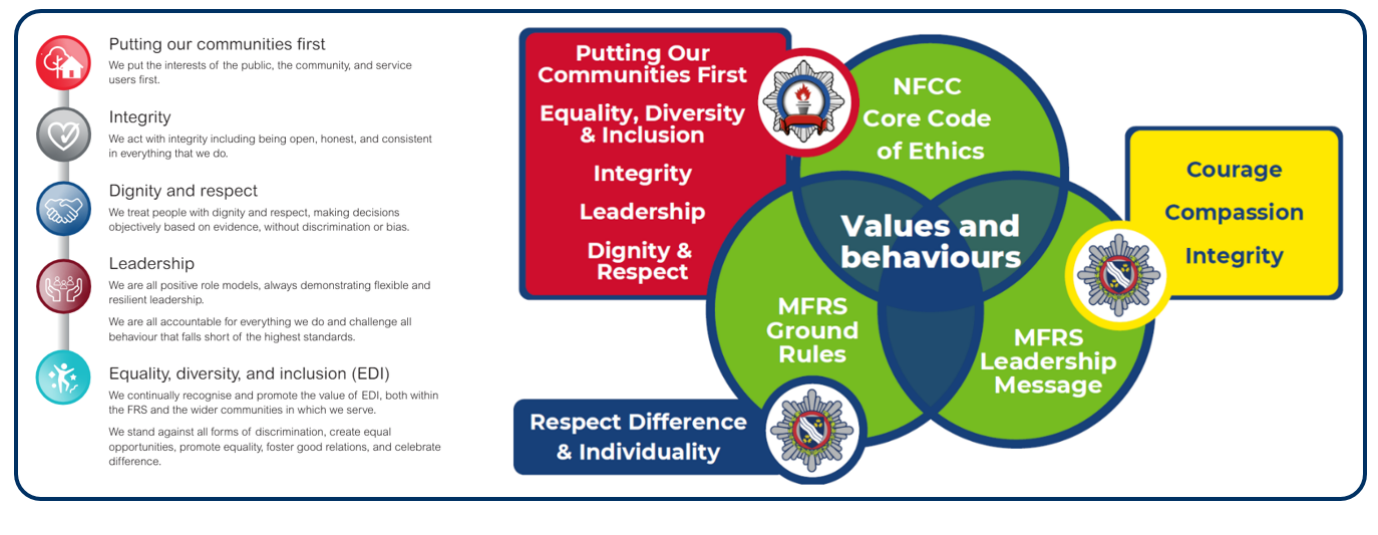
### We serve with **Integrity**

- 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 YOURSELF

<b>Personal Impact</b>	I demonstrate Service values and behaviours.	I value inclusion and set a positive example to others.	I reflect on my own strengths and see the strengths of others (using colours).
<b>Outstanding Leadership</b>	I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same.	I take responsibility and accountability for the quality of my own work.	I role model proactively, learning new skills and behaviours.
<b>Service Delivery</b>	I find out about my local community risks & associated behaviours to ensure we are offering the best service.	I plan ahead and prioritise my work, managing my time effectively to get things done.	I work to foster trust with others & build constructive working relationships to achieve goals.
<b>Org. Effectiveness</b>	I know what the key organisational goals are and how I contribute.	I work within the organisation's policies, procedures and processes.	I continuously seek to improve my performance & share my ideas.

Date job profile prepared / revised:

Nov 2024 H.Pritchard/S.Nugent

# MERSEYSIDE FIRE & RESCUE SERVICE

## PERSON SPECIFICATION



<b>Job Title:</b>	Procurement Assistant	<b>Team:</b>	Procurement
<b>Salary:</b>	Grade 4	<b>Directorate:</b>	Finance and Procurement
<b>JE Reference:</b>	A728		

	QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
	GCSE Mathematics, GCSE English	E	
	A qualification in procurement or procurement specific training	D	A, I
	Willingness to study for a procurement qualification	E	PD
	Tackling Modern Slaver	D	PD
	CIPS Ethics	D	
	KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
	Procurement and contract legislation applicable in the UK	D	A, I
	Contract Standing Orders as applicable to MFRA or other public sector contracting authority	D	A, I
	Use of Microsoft Office packages (incl Word, Excel, Powerpoint)	E	A, I
	Specialist software packages	D	A, I
	Preparation of tenders and or quotations	D	A, I
	Evaluation of tenders and or quotations	D	A, I
	Use of framework agreements	D	A, I
	SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
	Effective communication	E	A, I
	Accuracy and attention to detail	E	A, I
	Working collaboratively with other organisations	D	A, I
	Ability to plan and prioritise workload	E	A, I
	Positive approach to change and new challenges/experiences	E	A, I
	Able to work effectively under pressure to deadlines	E	A, I
	Use of electronic tendering	E	A, I
	Familiarity with ProContract	D	A, I
	Use of financial systems	E	A, I
	Use of ABS's eFin system	D	A, I
	Provision of procurement advice to colleagues	D	A, I
	Specification Writing	D	A, I
	Tender Evaluation	D	A, I
	Contract Drafting	D	
	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
	Meet the medical and fitness standard required for the role	E	MFRS
	Disclosure Barring Service check verification of unspent criminal records will be undertaken in the in the form of a <b>standard</b> disclosure barring service check	E	MFRS
	Role is based at MFRA HQ and must be able to travel within the UK as required	E	A, I
	Undertake such other duties and tasks as may lie within the scope of this post to ensure the effective delivery and development of the service	E	A, I

	Ensure the promotion of equality and diversity and challenge inappropriate behavior	E	A, I
	Ensure a safe and clean working environment and that all staff are knowledgeable of the Health and Safety responsibilities applicable to the office environment	E	A, I
	Maintain an overview, of any Health and Safety issues of the operational team	E	A, I
	Flexibility over working hours may be required to meet the needs of the business	E	A, I

<b>A</b>	Application	<b>I</b>	Interview	<b>PD</b>	Produce Documentation	<b>MFRS</b>	If successful & conditionally offered the role, MFRS will facilitate
----------	-------------	----------	-----------	-----------	-----------------------	-------------	--