

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Corporate Support Officer	Current Grade:	A004
Department:	Divisional Business Support Team	Division:	B, C & D
Reports To:	B Division – Outer London Business Support Manager C&D Division – Senior Business Support Officer	No of Posts:	11
Level of vetting:	BV	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To provide the Division with an excellent service in purchasing of uniform, goods and services, whilst ensuring value for money is achieved. Ensure that purchase of goods and services are to the appropriate quality standards and specifications.

Support Corporate Service department with divisional management of all vehicle, estates and maintenance issues and/or incidents by managing, recording and logging and retaining overall service provision ownership. Ensure that capital asset and inventory assets are managed in accordance with Force policy.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Direct: Utilise Government Procurement Card (GPC) for purchases up to £250 in value.

Direct: Authority to enter into contracts (Procurement Authority) £5,000.

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

None

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Purchasing

Review and administer all uniform, goods and services requisition to complete purchase orders in line with BTP Business Rules, ensuring requests are fully justified and value for money is achieved.

Responsible for the processing, interpretation and query management of purchasing and corporate service information into force systems, ensuring full compliance with BTP Business Rules.

Responsible for maintenance of all records and internal registers related to the purchasing and corporate service functions within the Division.

Ensure full compliance of costing and coding of all transactions on the Government Procurement Card (GPC) and Business Expense Cards (BEC) and producing a monthly transaction log containing receipts.

Responsible for the recording, management, maintenance and governance of Divisional uniform stock.

Business Support

Support the Business Support Manager in delivering the Divisional expenditure budget.

Identify gaps in current processes and advice manager

Maintenance Management

Responsible for the delivery and escalation of all maintenance incidents by ensure compliance to the Corporate Service SLA.

Act as divisional lead contact with Contractors, Third Party Customer, Central Service Desk and Divisional Command to ensure a high level of maintenance service and support.

Health & Safety

Maintain a safe working environment by monitoring, reporting and arranging the rectification of problems with office equipment, cleaning and general maintenance.

Liaise with the Health & Safety team to ensure that the provision of business support is coordinated and consistent.

Inventory and Asset Management

Responsible for the recording, management, maintenance and governance of Divisional inventory and asset management.

Ensure that inventory and assets are managed in accordance with BTP Business Rules.

Relationship Management

Develop and maintain customer and colleagues relationship (internally and externally) to ensure maximum effectiveness of BTP and Business Service teams and ensure the good reputation of both.

Liaise with other Business Support Teams and Corporate departments, to ensure that the provision of business support is coordinated and consistent.

E. DECISION MAKING:

Make decisions

Purchase goods from suppliers within limits of delegated authority.

Significant say in decisions

Identify suppliers to quote for supply of goods and services, assess quotes, and recommend supplier to award Purchase Order/contract.

Review supplier performance and decide which suppliers require de-selection or performance improvement plans.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Budget Holders, Divisional Commanders, Heads of Departments, Divisional Business Support Partners, Business Support Managers, Central Procurement and BTP employees on Division.

External

BTP Suppliers, agencies and contractors.

TfL

DFT and other government departments

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Numeracy qualification – i.e GCSE Mathematics pass or equivalent

Experience:

Experience in a commercial procurement or corporate service environment

Skills:

Excellent customer service skills and ability to respond appropriately to contacts from internal and external customers.

Excellent communication skills with the ability to communicate confidently, both orally and in writing.

Time Management, with proven ability of ensuring work is completed in a timely and accurate manner in line with customer expectations.

Computer literate – Microsoft Word, Excel, Outlook or equivalent

Proficient using accounting and procurement systems.

Knowledge:

Desired Criteria:

Qualifications and Training:

Chartered Institute of Purchasing and Supply (CIPS) or actively perusing CIPS qualification.

Experience:

Previous experience of working within the Police service.

Skills:

Interpretation of upcoming legislative changes.

Procurement & Finance system skills – eFins, eProc and POPS.

Knowledge:

Knowledge of contract law/EU tendering

Knowledge of requirements planning/ordering systems

Knowledge Internal BTP policy

- H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

I. AUTHORISATION DETAILS

Prepared By:

Date:

Divisional Commander /A

Division HoD:

Date:

Evaluation Panel:

Date:

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