



<b>Role Title</b>	Director of Procurement and Commercial	<b>Reporting to</b>	ACO Business Operation
<b>Section</b>	Procurement	<b>District/Department</b>	Procurement
<b>Tenure</b>	Permanent	<b>Rank/Grade</b>	EO4

**Part A – JOB DESCRIPTION**

<b>Overall purpose of role</b>	To provide Strategic Direction and Leadership for Procurement. This will include direct and indirect management of staff and the overall responsibility for an annual budget expenditure of approximately £107 million ensuring compliance with EU Legislation. Responsible as the Strategic Lead for complex local and regional procurement projects and contracts.
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<b>Key outputs for role –</b>	
<ol style="list-style-type: none"> <li>1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.</li> <li>2. Proactively manage the performance, attendance and wellbeing of police officers and police staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures.</li> <li>3. Influence and engage senior stakeholders including COT and WYCA, providing sound commercial advice to ensure that all procurement activity is delivered in a manner that is compliant, effective and delivers value for money.</li> <li>4. Develop and embed an overarching Procurement Strategy aligned to national commercial strategies and supportive of the delivery of an effective service that embraces the aims of West Yorkshire Police and Crime plans.</li> <li>5. Develop and embed appropriate governance measures and transparent processes to ensure that all commercial activity is conducted in a manner that is compliant with all legislative and statutory obligations, providing assurance to the WYCA and the Chief Constable.</li> <li>6. Lead and represent the interests of West Yorkshire Police at regional/national forums, building constructive relationships and influencing commercial strategies and policy, to ensure that these meets the needs of local delivery.</li> <li>7. Lead the development and implementation of commercial strategies, to ensure planning and delivery of pipeline activity with a focus on value for money and optimum service delivery.</li> <li>8. Lead, manage and administer specific, large scale or high-profile procurements, to ensure their effective delivery.</li> <li>9. Implement effective best practice contract management practices and providing commercial advice on the management of individual contracts to ensure that West Yorkshire is operating within relevant legislation and gaining best value for money.</li> <li>10. Recommend appropriate plans, budgets, organisational structures, roles and processes to meet the requirements of the procurement function, aligned to overall resources.</li> </ol>	

**Dimensions** (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Overall responsibility for an annual budget of £107M
- Leadership of 4 direct reports and overall team of 10.
- Compliance with relevant legislation on Procurement.

**Work/Business contacts**

**Internal:** Chief Officer Team, Heads of Departments, District Commanders, Deputy Mayor for Policing, West Yorkshire Combined Authority staff, Staff Associations and Trade Unions.

**External:** Chief Officer Team of other Forces, MCIPS, Yorkshire and the Humber Regional Policing and Northeast Regional Team.

**Expertise in Role Required (At selection - Level 1)****Essential or Desirable**

- | <b>Expertise in Role Required (At selection - Level 1)</b>   | <b>Essential or Desirable</b> |
|--|-------------------------------|
| • Chartered Institute of Procurement and Supply Diploma and full corporate membership (MCIPS)  | Essential                     |
| • Significant prior experience at a Senior level of developing and implementing major financial savings through business planning.   | Essential                     |
| • Application of procurement expertise at a senior level of managing all aspects of procurement and category management, and delivery of quantifiable and cashable procurement efficiencies.                   | Essential                     |
| • Relevant experience of managing diverse and complex procurement requirement of significant value.  | Essential                     |
| • Demonstrated experience of leading and managing collaborative procurement projects at a national and regional level of significant complexity and value.   | Essential                     |
| • Senior level experience of leading change programmes within a commercial or procurement environment with evidence of identifying efficiencies, through new ways of working, with successful outcomes.        | Essential                     |
| • Demonstrate strong leadership skills to lead and manage a team, building capability and optimising performance. Experience of motivating and mentoring individuals to create a high performing team culture. | Essential                     |
| • Demonstrated experience of managing and developing staff.  | Essential                     |
| • Extensive knowledge of EU procurement legislation.   | Essential                     |

### Other (Physical, mobility, local conditions)

- Has the ability and willingness to travel across the Force area and when required the UK Essential
- Has a full current UK/European Driving licence Desirable
- Has access to a motor vehicle and prepared to use it for business purposes. Desirable
- The post is subject to the Force Politically restricted post Policy that applies to Police Staff Essential

### Expertise in Role - After initial development - Level 2

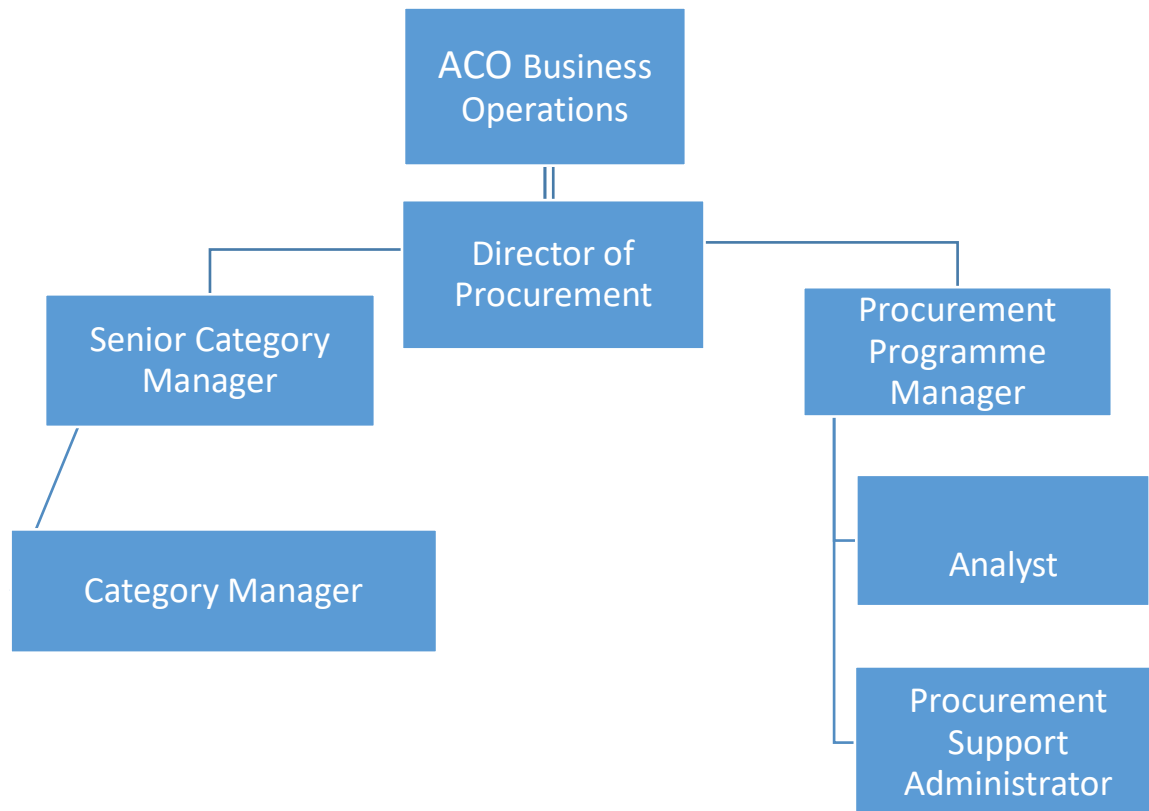
Clearly identified the role, functions and outputs of the procurement department.

Is able to undertake the requirement of the role on minimal referral and own initiative.

Keeps up to date with professional and management developments.

Is a recognised source of expertise in their functional area and can advice on a range of complex issues.

### Structure



## PART B – COMPETENCIES & VALUES

### **Competency and Values Framework –**

[http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing\\_4.11.16.pdf](http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf)

### **Select one level**

Level 3- Senior Manager/Executive

## PART C - DEVELOPMENT OF ROLE

### **Expertise in Role (Advanced - Level 3)**

- Makes a positive contribution to development of organisational strategy
- Has developed and leads customer focused department that is performance driven and supporting the front line.
- Has a network of contacts within and outside the Force to aid problem solving and maximising collaborative opportunities.

## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to buildings where based
<b>Vetting Level</b>	Management Vetting
<b>Date accepted as a role profile</b>	

## Politically Restricted Posts – Police Staff

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## Policy Statement

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**Summary** West Yorkshire Police needs to protect local democracy and the integrity of the organisation by ensuring that the occupants of posts with particular responsibilities abstain from controversial or politically sensitive activities.

The purpose of this policy is to clarify the extent to which police staff may or may not engage in political activity during elections whilst off duty and list those posts affected.

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**Scope** This policy applies to all police staff under the direction and control of the Chief Constable.

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## Principles

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- Principles**
- Staff will have no restrictions on their involvement in political activity while off duty unless they are employed in a politically-restricted post as defined by legislation as '[specified](#)' or '[sensitive](#)' and listed in this policy.
  - Role profiles, recruitment adverts and offers of employment will state if a post is politically restricted. Staff being recruited to politically restricted posts will be informed how this policy affects them before they are appointed.
  - Staff already occupying posts that become politically restricted will be informed of how this policy affects them before the change in classification.
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**Specified posts** Specified posts are Assistant Chief Officers and posts reporting directly to the Deputy Chief Constable, Assistant Chief Constables and Assistant Chief Officer.

The specified posts are as follows:

- Assistant Chief Officer (Finance and Business Services);
  - Director of Finance and Commercial Services;
  - Director of Estates;
  - Director of Transport;
  - Digital Policing Director;
  - Director of People;
  - Director of Operations (NPAS);
  - Head of Ground Infrastructure (NPAS); and
  - Head of Compliance (NPAS).
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- Sensitive posts** Sensitive posts are those with responsibility for:
- Giving advice on a regular basis to the Mayoral West Yorkshire Combined Authority (WYCA) or to any committee, sub-committee or joint committee on which the Mayor is represented; and/or
  - Speaking on behalf of the Mayor on a regular basis to the media.

The sensitive posts are as follows:

- Head of Strategy;
  - Head of Force Performance;
  - Head of Corporate Communications;
  - Communications Manager;
  - Creative Services Manager;
  - Communications Officer;
  - Corporate Information Officer; and
  - Head of Marketing & Communications (NPAS).
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## **Responsibilities**

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- Police staff** Police staff are responsible for:
- Complying with the requirements of this policy if occupying a politically restricted post.
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- Line managers** Line managers are responsible for:
- Identifying, in conjunction with the Employee Relations Advisor, whether any new or changed post meets the above definition of a specified or sensitive post; and
  - Informing staff recruited to politically restricted posts and staff already occupying posts that become politically restricted how this policy affects them before appointment or change in classification.
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- People team** The People team are responsible for:
- Identifying, in conjunction with the line manager, whether any new or changed post meets the above definition of a specified or sensitive post; and
  - Ensuring that role profiles, recruitment adverts and offers of employment state if a post is politically restricted.
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## **Restrictions**

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**Post holder's activities**

The occupants of posts which are regarded as politically restricted may not:

- Stand for election or become a member of:
    - A County Council;
    - A Borough/District Council;
    - A Fire and Rescue Authority;
    - A similar authority as defined by law (except that Town and Parish Councils are permitted);
    - The House of Commons;
    - The Scottish Parliament; or
    - The Welsh Assembly.
  - Stand for election as a Police and Crime Commissioner or Mayor;
  - Act as an election agent or sub-agent for a candidate for election as a member of one of the above;
  - Hold office in a political party or any branch of a party;
  - Personally solicit votes before an election and ascertain the amount of their support on behalf of a political party or on behalf of an individual who proposes to stand for election to any of the aforementioned bodies; or
  - Speak or write publicly on matters with the apparent intention of affecting public support for a political party.
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**Appeals**

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**Grounds**

Appeals can be submitted on the basis that the post holder feels that:

- They cannot influence policy; or
  - The definition for sensitive post has been incorrectly applied.
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**Adjudicator**

The Deputy Chief Constable:

- Must consider an application from the holder of a sensitive post for exemption from political restriction; and
  - May direct that such a post should not be politically restricted if satisfied that the post does not fall within the [sensitive posts](#) definition above.
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## Additional Information

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### Compliance

This policy complies with the following legislation:

- Police Reform and Social Responsibility Act 2011
  - Local Democracy, Economic Development and Construction Act 2009
  - Local Government and Housing Act 1989
  - Data Protection Act 2018
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## Policy Database Administration

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Item	Details
Document title:	Politically Restricted Posts – Police Staff
Owner:	People Directorate
Author / Reviewer:	Lynn Smith
Date of last review:	25/10/2023
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The Equality and Human Rights Assessment for this policy can be accessed via <a href="#">this link</a> .	

The table below details revision information relating to this document:	
Topic title	Date