



Green Book Employees

**IPDS**

An Integrated Performance  
Management, Pay and  
Grading System

**JOB SUMMARY**  
**Purchasing Officer**  
**Technical 3A**



Making West Midlands Safer

**WEST MIDLANDS FIRE SERVICE**

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## APPENDIX 10B JOB SUMMARY

*(This form should be completed when creating a New Post or on Recruitment)*

<b>Role Title:</b> Purchasing Officer - Central Purchasing Team (Purchasing)
<b>Reports to:</b> Senior Purchasing Officer
<b>Section:</b> Corporate Procurement
<b>Department:</b> Resources

### General Description

Under the direction of the Procure to Pay Team Leader, to assist in the management of contracts, processing of tenders and quotations and placing of purchase orders.

### Specific Duties *(Include here current tasks and duties required of the role)*

1. Process free text requisitions and e-forms\*
2. Raise Purchase Orders and amendments as required
3. Authorising orders (Value to be determined)
4. Place credit card orders
5. Obtain quotes for orders valued between £3k and £30k and obtain approval from budget holder before placing the Purchase Order
6. Utilise any electronic sourcing tools to obtain quotes e.g. Multi quote
7. Renew low value contracts
8. Maintain the Electronic Catalogue and add and delete products/prices as required.
9. Evaluate supplier performance e.g.
  - Date delivered against due date
  - Number of order amendments required
  - Incorrect deliveries
  - Incorrect invoices
  - Escalate recurring problems to appropriate Contract Manager
10. Chase late deliveries and goods receipting
11. Handle returns admin
12. Reporting (Standard and ad-hoc) as required by the Contract Managers
13. Scanning and electronic filing of all tendering related documents and Pre Qualification Questionnaires
14. Maintain approved lists – Needs specialist knowledge to do credit checks, obtain references, insurance details, conduct Health and Safety checks etc. Would need to manage the rotation of suppliers

for tendering purposes.

15. Placing stock orders based upon re-order reports
16. Assist Contract Managers with the evaluation of Pre Qualification Questionnaires (PQQ's)
17. Assist with the administration of any future electronic tendering systems
18. All other accountabilities detailed within the Role Profile and the Behavioural Framework for Technical 3A

*\*e- forms – Generic name for any electronic internal forms e.g. EB1, ICT Help Desk form*

### **Role Related Knowledge, Skills and Experience**

*(Refer here to the Role Holder Profile within the Role Profile to support identification of required skills)*

#### **Essential skills:**

- a) Experience of electronic purchasing systems
- b) Experience of dealing with Suppliers
- c) Proactive approach to problem solving
- d) Experience of monitoring and investigating Key Performance Indicators
- e) Ability to work under pressure and meet deadlines
- f) Must be computer literate including spreadsheet skills
- g) Experience of matching invoices to purchase orders and goods receipting
- h) Must be able to accept responsibility for own work and make decisions

#### **Preferred skills:**

- a) CIPS - Introduction to public sector procurement training course or equivalent
- b) Experience of progress chasing
- c) Awareness of role that Procurement has in organisation