**Job Description**

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| Job Title: Procurement Assistant |
| POSCODE: CCC1292 |
| Grade: 5/6 |

**Overall purpose of the job**

The Procurement Assistant will be a key role within the Procurement and Commercial Team, delivering a key service out to the wider Council and within the team itself whilst developing an understanding of public sector procurement activity.

**Main accountabilities**

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|  | **Main accountabilities** |
|  | Develop processes for obtaining and developing Management Information and use it to monitor and measure procurement and commercial activities and performance across the Council (including the use of a central contracts register, e-procurement, external spend analysis tools). Maintain procurement reporting tools and databases and identify any off-contract spend and other new procurement opportunities. |
|  | Support a range of procurement initiatives, focusing in particular on supporting projects designed to deliver improved procurement practices, efficiencies and cost savings across the Council. |
|  | Support the team with procurement projects to ensure that service delivery and performance meets or exceeds departmental and contractual requirements. |
|  | Provide appropriate levels of procurement support and advice across the Council and support the procurement with its project delivery. |
|  | Update and maintain the Council’s procurement and commercial pages on the Internet and Intranet and contribute to the creation of additional guidance and support mechanisms as required. |
|  | Learn the procurement team’s e procurement system and become the super-admin portal user on behalf of the team managing technical issues and portal queries. |
|  | Support the development and delivery of training and awareness programmes in procurement and contract management for the Council. |
|  | Manage procurement related workflows in the Council’s finance system. |
| 10. | Demonstrate an awareness and understanding of equality, diversity and inclusion. |
| 11. | Ability to contribute to our commitment of becoming a Net Zero organisation by 2030. |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| **Qualifications Required** | **Subject** | **Essential/**  **Desirable** |
| General education to GCSE standard with an A-C grade in English and Maths or equivalent standard | Any | Essential |
| Degree or relevant experience | Any degree or experience in a finance or procurement role in either the private or public sector | Desirable |

Minimum levels of knowledge, skills and experience required for this job

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| **Identify** | **Describe** | **Essential/**  **Desirable** |
| **Knowledge** |  |  |
| Understanding of financial and/or management information systems. | Evidenced from previous experience or training | Desirable |
| Knowledge of local government. | Evidenced from previous experience or research | Desirable |
| Knowledge of procurement systems | Evidenced from previous experience or training | Desirable |
| **Skills** |  |  |
| Act as the supportive first point of contact for the Procurement and Commercial Team | High level customer service skills | Essential |
| Excellent oral and written communication skills | Evidenced from application and interview | Essential |
| Ability to react positively to new challenges and changing circumstances | Evidenced from previous work experience | Essential |
| Ability to adapt working style to suit different situations, time available, people involved etc | Evidenced from previous work experience | Essential |
| Plan and prioritise own time and workload with the minimum of supervision | Evidenced from previous work experience | Essential |
| Commitment to continuously improving the service offered by the team | Evidenced from previous work experience | Desirable |
| **Experience** |  |  |
| Experience of using Microsoft office software. | Previous experience of using MS software in a similar role. | Essential |
| Experience of finding and presenting solutions to problems and communicating ideas and information. | Demonstration of problem solving ability in a similar role. | Essential |
| Experience of providing project support – not necessarily in a procurement environment | Project management knowledge or experience | Essential |
| Experience of delivering training, workshops, and/or presentations. | Understanding what makes good training and how best to deliver that training | Desirable |
| Experience of procurement in the public and/or private sectors. | Evidenced from previous roles or wider learning | Desirable |
| Experience of providing advice and guidance. | Evidenced from previous roles or wider learning | Desirable |
| Equality, Diversity and Inclusion | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | Essential |
| Net Zero | Ability to contribute towards our commitment of becoming a net zero organisation. | Essential |

**Disclosure level**

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| What disclosure level is required for this post? | **None** | Standard |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | **Hybrid** | Field | Remote | Mobile |