



Job Description and Person Specification

Job details

Job title:	Procurement Administrator
Responsible for:	Strategic Lead - Procurement
Directorate and Service area:	N/A
	Finance and Performance

Purpose of the job

- To provide effective business support and procurement administration support to the Procurement Team.
- To provide effective management of corporate contracts and procurement processes.

Principal responsibilities

1. To provide administrative assistance to the Strategic Lead (SL) and wider procurement team.
2. To respond to calls and e-mails as appropriate and manage communications to and from the Procurement inbox.
3. To ensure that all correspondence received by the Team is responded to in an appropriate and timely manner by:
 - Responding to correspondence on behalf of the Procurement as required;
 - Researching and drafting replies for approval and signature. This may involve seeking drafts from appropriate managers, team leaders and/or team members; and
 - Passing correspondence to the Strategic Manager for a reply on behalf of the Team.
4. To assist the procurement team in collecting, collating and presenting a variety of information, including drafting reports and presentations.
5. To prepare information, both verbal and written, for external or internal meetings or presentations. Researching background material and seeking information from colleagues as necessary.
6. To input/retrieve data on computer records of service requests, enquiries and actions associated with council contracts.
7. To effectively manage the administration of procurement processes on the online procurement system.
8. To manage and oversee training for Council Officers.
9. To manage essential document storage and implement document & data control.
10. To assist the team with routine administrative and operational tasks, including purchasing, preparation of invoices, financial record keeping and liaison with suppliers and contractors.
11. To assist with the preparation of documents and other administration/financial related tasks (ERP tasks and requisitions).
12. To collect, interpret, and review information and provide summaries to the wider team.
13. To undertake benchmarking and keep up to date on legislative changes.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	NVQ Level 3 in Business and Administration or equivalent qualifications.	
Experience and Knowledge	<p>Experience of administrative work, including maintaining spreadsheets or databases, writing emails, and producing summary information from MS Excel.</p> <p>Experience of working in teams and delivering services to customers.</p> <p>Knowledge of using computerised accounting packages.</p> <p>Experience in local government, voluntary, charity or commercial sectors.</p> <p>Experience of working without supervision and under pressure.</p> <p>Experience of working to challenging targets and managing a demanding caseload to plan and priorities effectively in order to achieve and meet deadlines.</p>	<p>Experience of ERP Gold.</p> <p>Experience in delivering a high-quality financial service.</p> <p>Experience of facilities management/social care</p>
Ability and Skills	<p>Excellent IT literacy skills - Experience of using MS Excel, PowerPoint, Word, and Outlook.</p> <p>Excellent communication skills (verbal and written), good telephone skills with a range of customers.</p> <p>Ability to seek, retrieve and collate information from a variety of sources and make judgements.</p> <p>Planning and organising own workload to meet deadlines and maintain accurate accounts.</p> <p>Ability to investigate and resolve queries, particularly from the budget holder and Senior Finance Business Partner.</p>	

Attributes	Essential criteria	Desirable criteria
	<p>Excellent numerical skills & ability to analyse spreadsheets.</p> <p>Excellent attention to detail.</p> <p>Fair and objective decision-making ability.</p> <p>Tact and empathy.</p> <p>The ability to work well individually and part of a team.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<p>Driven by customer excellence.</p> <p>A commitment to equal opportunities and social inclusion.</p> <p>Flexible attitude to working hours and to be prepared to work outside normal office hours on occasion according to the needs of the service.</p> <p>Must be able to travel throughout the county using own transport.</p>	