

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Contract & Supply Analyst

Digital, Technology & Innovation, Corporate Services

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

The Contracts and Suppliers Team manage a budget of around £9m, to provide ICT services to the whole of West Northamptonshire Council and subsidiary organisations.

The post holder will order equipment, check equipment in and of out of stock, keep records, raise orders, process invoices, answers queries on progress and administer elements of a significant number of contracts.

Accountable to: Supplier & Compliance Manager

Responsibilities:

1. Checking incoming orders for ICT equipment and related contracts, checking information and processing orders
2. Updating internal customers on the progress of orders through interrogating and using different data sets and systems
3. Under direction, seeking quotes for equipment from suppliers and processing returns for department decision under £25k
4. Seeking approval for, raising and processing related orders from suppliers
5. Processing incoming invoices, using information in purchasing system to provide updates to suppliers when enquiring, matching invoices to orders.
6. Interrogating, updating and using contract register information to provide reports, alerts for procurement needs and progress updates.
7. Receiving and checking incoming equipment deliveries, completing equipment stock-takes, calculating previous demand and assessing future equipment needs. Raising orders for new equipment where directed
8. Assisting in the procurement, management and administration of live contracts for the ICT and related departments, for such things as printers, mobile phones, sim cards, software, hardware, asset tagging and any other needs of the ICT and other departments
9. Supporting others in the team in the discharge of the wider teams duties

10. To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

Skills and abilities:	Essential / Desirable	Measured by
Will need to use all areas of Microsoft Office, to interrogate data and other information, update data, create reports and provide updates	Essential	
Will need to clearly communicate with team members on delivery and progress of work, create and discuss reports, update customers and suppliers on the progress on invoices.	Essential	A/T/I
This is a busy department with many stakeholders both internal and external. In the provision of our service, there must be a recognition and ability to provide excellent customer service	Essential	
Needs to be able to understand, maintain, improve and work within departmental procedures whilst using discretion and consideration when encountering elements outside of the agreed procedures	Essential	
There will be competing priorities that are both important and time critical. Post holder needs to be able to identify priorities and balance them to provide excellent customer service	Essential	
When faced with something new or out of the ordinary, the post holder will need to adapt in a logical way and deliver customer and departmental requirements	Essential	
Working without close supervision, the post holder will need to be able to check their own work and ensure communications are correct, clear and concise	Essential	
Peaks and troughs in workload will be observed through time and across the team. A good performer will identify where help is needed, offer help and support and reliably deliver their duties	Essential	
The department is ever-changing and striving for excellence. The post holder will need to be willing and able to take-up the offer of training and deliver the results of that training in the discharge of duties	Essential	

Knowledge:	Essential / Desirable	Measured by
Able to understand the needs of a task and use the most suitable software	Essential	
Able to enter information, change formats, filter, create pivot table in spreadsheets	Essential	

Able to understand why a database is used and the reason for using it	Essential	
Must be able to retain, understand and work within the processes as described and agreed	Essential	
Able to use spreadsheets and database (such as ERP) to identify and use key information to create reports & provide customer/supplier updates	Essential	
Knowledge of the purpose, functions and processes of local government would be very helpful	Desirable	
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential	
Demonstrate an understanding of the safe working practices that apply to this role.	Essential	
Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential	

Relevant experience:	Essential / Desirable	Measured by
As a major component of the work is the procurement of contracts, experience of this would be very helpful	Desirable	A, T, I, P, D
Having experience of the soft use in procurement would be helpful to the wider team	Desirable	
Having experience of the mechanisms and processes in financial transaction management would be helpful	Desirable	
Having some experience of local government procedures would be very helpful	Essential	

Education, training and work qualifications:	Essential / Desirable	Measured by
GCSEs Grade C or equivalent in maths and English		A, T, I, P, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	Professional Support 6	Worker type:	Part-flexible
Salary range:	£34,203 - £37,067	Budget responsibility:	
People management responsibility:	Work as part of a team		

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

