

<b>Job Title:</b> Procurement & Contracts Assistant	<b>Role Profile Number:</b> ENN54
<b>Grade:</b> M	<b>Date Prepared:</b> Dec 21
<b>Directorate/Group:</b> Operations - Procurement Contracts & Finance Team	<b>Reporting to:</b> Senior Officer - Contracts & Finance
<b>Structure Chart attached:</b>	No

**Job Purpose**

- Provide a comprehensive service to support the procurement, contracts and finance activities for the team and be responsible for the tendering of some small value procurement projects from inception to contract award and the management of some contracts procured within the team.

**Key Accountabilities**

- Responsibility for managing own procurement projects of small value (up to £60K) via an electronic tendering portal– this includes the drafting of Requests for Quotations using the internal procurement toolkit templates and following both local and national procurement policies and processes taking advice from project owners and procurement officers within the team where appropriate to facilitate the process from inception to contract award.
- Responsibility for the contract management and quality assurance of some of the less complex contracts procured within the team and provide support to senior officers for the contract management and quality assurance of some of the more complex contracts procured within the team.
- Support the development of effective processes for monitoring and quality assuring contract information. This also includes being able to understand some of the key terms and conditions of contracts in order to be able to monitor those contracts at a general level in terms of recording contract start dates, expiry dates and the requirements for any contract extensions etc.
- Responsibility for creating where necessary and maintaining the various spreadsheets and/or other databases kept by the team that record the status of projects, work in progress , need for contract renewals, extensions etc.
- Monitor and action procurement project correspondence and documentation via an electronic tendering portal with suppliers and clients to meet time sensitive deadlines.

- Support the procurement officers within the team to create tender documentation and other associated documentation for tendered projects. This may include the preparation and finalisation of contract documentation for specific projects.
- Develop effective working relationships with project leads, external suppliers and other professionals as necessary for the role.
- Attend and arrange contract review meetings as required.
- Work with financial officers to provide cost information, and assist with the financial monitoring.
- Assist with the co-ordination, preparation and delivery of any procurement and contracts management training to users
- Assist with the production of any data, report or other statistical returns as may be required by any internal or government departments
- Responsibility for the coordination of Freedom of Information Requests received by the team to ensure response by the relevant deadlines.
- Any other duties commensurate with the general level of responsibility for the post.

### **Supplementary Accountabilities**

- To ensure compliance with the council's scheme delegation, contract and financial standing orders and any other codes of conduct regulations and policies both local and national.
- To maintain a safe working environment in accordance with the provisions of the Health and Safety at Work Act and the Health & Safety at Work Regulations 1999 (or any amendment thereof) you must take reasonable care so as not to endanger yourself or other persons whilst at work.
- Ability to work to tight deadlines and prioritise conflicting demands whilst demonstrating a strong commitment to quality, customer care and service delivery.
- Be an active and effective member of the Operations service area working co-operatively with colleagues at all levels on all matters of the service area's business and working to add value to, and be a valued member of the team.
- Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Experience of working in a local government procurement team or any operational service area where projects are tendered or goods or services are purchased against set industry criteria or in accordance with local or national processes/regulations.
- Experience of working in a busy operational or other service focussed environment providing professional support.

- Able to demonstrate high levels of personal organisation, target focus and attention to detail.
- Experience of working with databases, IT systems, and/or electronic portals.
- Ability to keep up to date with new and relevant procurement legislation.
- Ability to communicate clearly across all levels both verbally and in writing.
- Ability to use own initiative and think laterally at times.
- Ability to complete tasks within agreed deadlines.

**Qualifications**

- Educated to A level standard or equivalent compensatory experience of working in or aligned to working in procurement.

**Decision Making**

- Ability to priorities own workload in alignment with the demands of the service area.
- Ability to work under pressure and to tight deadlines
- Ability to recognise issues that may require escalation to either a senior member or the manager of the team.
- Ensure in collaboration with other members of the team that contracts are monitored and reviewed to ensure a quality service for the service area.
- Has proven results obtained through team work and individual effort.

**Creativity and Innovation**

- Ability to think creatively in how the work undertaken by the team can be delivered to meet the needs of the wider operational service area that could include the creation of new spreadsheets or reports to capture information and present data.
- Ability to think about the development of the data capture systems required for the team moving forward.
- Review ways of working to identify opportunities to improve the quality of work of the team.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b> NONE</p> <p><b>Typical tasks supervised/allocated to others</b> N/A</p>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p><b>No</b></p> <p><b>None</b></p> <p><b>Personal IT assets</b></p>
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### **Contacts and Relationships**

- The role requires contact with project leads, external suppliers and other professionals and customers as necessary.
- The role requires the post holder to develop and maintain effective relationships with the above and work in a collaborative manner.
- Possession of highly developed interpersonal skills and ability to adapt those skills to a variety of personnel that interact with this role.

### **Other Key Features of the role**

- Team Player capable of influencing and working within cross-functional teams.
- An ability to drive is desirable as the role may necessitate travel to other council buildings/sites for meetings etc.
- There may be a requirement to work outside of office hours on occasions
- The council is adopting a hybrid way of working the position when office based the post holder will be based at Waterside Park , Darby Close, Cheney Manor Industrial Estate, Swindon, SN2 2PN (adjacent Household Recycling Centre)

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	