

Job Title: CSES Purchasing Assistant	Role Profile Number: SBC_12364
Grade: CFL4 Salary:	Date Prepared: 02.06.2025
Directorate/Group: Adults	Reporting to: Stock Controller
Structure Chart attached:	No

Job Purpose

This role supports the community teams by providing efficient purchasing administration to ensure equipment and supplies are available and ready for use by service users who need them. The postholder will manage procurement processes in line with Swindon Borough Council policies, maintain accurate records, and liaise with suppliers to support timely delivery.

Key Accountabilities

- Raise purchase orders and process delivery notes, ensuring accurate data entry of new supplies into warehouse and logistics systems.
- Investigate delivery discrepancies including shortages or damaged stock, coordinating returns and credit notes as necessary.
- Request quotes and add new suppliers and products onto procurement databases.
- Maintain monthly stock take of non-stock products.
- Build and maintain effective relationships with suppliers to ensure timely and accurate order fulfilment.
- Use reporting tools and spreadsheets to support purchasing analysis and maintain accurate procurement records.
- Comply with Local Financial Operating Procedures and Swindon Borough Council policies.
- Respond professionally to telephone, email, and written enquiries related to purchasing activities.
- Provide cover and support across other Business Support Team administrative areas during periods of holiday or sickness, including finance, service and maintenance, or other related functions as required.
- Maintain compliance with Data Protection and confidentiality standards.
- Proactively suggest improvements to purchasing and business support processes.
- Provide project support to the SCES Manager as required.

Flexibility

This job description is a broad outline and may be amended in discussion with the post holder to reflect changing needs. Flexibility is essential to support the ongoing development of the service.

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 in administrative or clerical roles.
- Ability to manage workload flexibly and adapt to changing priorities.
- Experience working in a team or independently.
- Good written and verbal communication skills.
- Proficiency with IT, including Microsoft Word, Excel, and email.
- Understanding of data protection and confidentiality principles.
- Ability to prioritise tasks and work calmly under pressure.
- Confident in communicating with colleagues, suppliers, and other stakeholders.
- Willingness to contribute ideas to improve service delivery.
- Ability to follow processes accurately and work methodically.

Qualifications

- GCSE Maths and English (or equivalent) or relevant work experience.
- Willingness to learn and develop skills in purchasing and administration
- Previous experience in purchasing or procurement.
- Knowledge of local government procedures or policies.
- Experience using reporting or spreadsheet tools (e.g., Excel pivot tables).
- Understanding of health and safety principles relevant to the workplace.

Creativity and Innovation

- Reliable, flexible, and positive approach to work.
- Demonstrates integrity and professionalism.
- Willingness to learn and take on new responsibilities.
- Ability to build good working relationships across teams.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • 0 <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • • • 	<p>Budget Holder:</p> <p>Responsibility:</p> <p>Asset Responsibility:0</p>	<p>No</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- General Public
- Health professionals Occupational Therapists, Physiotherapists, GP, Nurses
- Social worker
- Mental Health Team