

# Role Profile and Specification – Procurement Assistant

<b>Service Area</b>	Finance
<b>Role Title</b>	Procurement Assistant
<b>Location</b>	Oxted/Agile
<b>Reports to</b>	Procurement Manager
<b>Salary/Grade</b>	Grade 2
<b>Duration/Hours</b>	18.5 hours per week

## Service Area Purpose

The Procurement Team are responsible for managing and overseeing all aspects of contracts for the purchase and supply of major goods and services to the Council, ensuring that financial regulations and legal requirements are complied with. The Team also keep the procurement policies and procedures up to date, whilst ensuring that the Council's objective of value for money is achieved.

## Job Purpose

The Procurement Assistant will work closely with Council Officers in this role and will provide administrative support to facilitate varied procurement needs, manage competing tender priorities and promote procurement good practice. A key function of this role is to manage the processes surrounding the monthly meetings of the Council's Corporate Procurement Board, including preparation of the agenda, keeping accurate notes of the meetings, updating the action log and post-meeting administrative functions. Complementing this function, is the keeping of procurement related data, including maintenance of the Council's Contracts Register, analysis of spend and compiling reports on key metrics relating to the procurement function.

## Key Objectives

Ensure compliance with all legal requirements related to procurement:

- Achieve and maintain full adherence to all applicable legal standards governing procurement activities, ensuring that all sourcing and purchasing processes comply with statutory regulations and internal policies. Consistent monitoring and reporting mechanisms should be in place to track compliance status and address any potential risks, fostering a culture of responsibility and accountability within the procurement function.

Clear, frequent and consistent communication with all internal and external stakeholders:

- Cultivate strong communication channels with suppliers and internal stakeholders to facilitate the smooth operation of the procurement function and proactively identify areas for improvement, thereby contributing to operational efficiency and cost savings.

Day-to-day management and maintenance of the Council's Contracts Register

## Specific Responsibilities

- Respond to procurement queries and requests for information from suppliers, tenderers, internal departments.
- Preparation of documents, reports, agendas and minutes/meeting notes, and post-meeting activities as requested by the Procurement Manager.
- Reviewing and updating the Contracts Register regularly to reflect the current status of contracts.
- Ensuring compliance with legal requirements, such as those outlined in the Procurement Act 2023, the Procurement Regulations 2024 and legacy arrangements in terms of the Public Contracts Regulations 2015.
- Ensuring compliance with the Local Government Transparency Code by ensuring that the Register is publicly available.
- Regularly research and monitor industry trends and legislative changes in order to continuously drive procurement good practice.
- Monitoring the procurement shared Inbox, responding to general queries and escalating more complex matters to the Procurement Manager for their attention.
- Maintaining and updating the Procurement Action Log and taking appropriate action to resolve or complete actions.
- Scheduling of engagements with internal stakeholders to discuss and progress pipeline projects, including the preparation of workshop packs.
- Preparation of tender evaluation packs including setting up weighted scorecards.
- Basic administrative tasks on the In-Tend e-procurement software.
- Review Freedom of Information (FOI) requests taking action that ensures information required to inform appropriates is gathered in a comprehensive and timely manner.
- Undertake other related procurement tasks as may be directed.
- Carry out additional duties commensurate to the level of the role.

## Person specification

### Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> <li>• Educated to GSCE-level with A-C passes in IT, English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>• Progress towards obtaining a relevant degree/diploma.</li> <li>• A-levels (or equivalent).</li> </ul>

### Experience

Essential
<ul style="list-style-type: none"> <li>• Excellent literacy, numeracy and communication skills.</li> <li>• A positive attitude towards work, learning new skills and embracing training opportunities.</li> </ul>

- Proven analytical skills (the large majority of tasks involve some degree of data analytics).
- Managing conflicting priorities sometimes under pressure.
- Ability to deal with confidential information with a high level of discretion.

### Key Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none"> <li>• An understanding of the role of procurement in public sector organisations</li> <li>• Ability to work independently, prioritise workload and have excellent organisational and time-management skills to meet project deadlines</li> <li>• Proactive with commitment to provision of excellent customer service.</li> <li>• Good written and verbal communication skills.</li> <li>• Able to build strong, effective working relationships with colleagues, contractors and stakeholders.</li> <li>• Numerate.</li> <li>• Proficient in MS Office and Excel.</li> <li>• Accuracy and attention to detail.</li> <li>• Well organised and methodical</li> <li>• Able to perform efficiently and effectively under pressure.</li> <li>• Able to adapt quickly to changing workload demands, organisational challenges and service changes.</li> <li>• Problem solving and decision making by application of readily understood procedures/techniques.</li> <li>• Understanding of the broad requirements of the data protection principles.</li> <li>• A commitment to equality and diversity.</li> </ul>	<ul style="list-style-type: none"> <li>• A basic understanding of procurement processes.</li> <li>• Data analytics skills.</li> </ul>