

Wirral Council: Job Role Descriptor

Job Role:	Procurement Support Assistant
Service:	Business Management/Commercial Management/Procurement
Reports to:	Supply Chain Manager
No. of Subordinates:	0
HR USE ONLY	
Job Role Ref:	BUS
Job Family:	Business Support
Grade:	Band E

JOB ROLE PURPOSE

To provide full procurement support to the Supply Chain Manager by managing all competitive purchasing activity up to a value of £50k, that is both compliant and delivers value for money.

In addition, to provide guidance on procurement processes, assist in the management of data, systems administration and on-line catalogue management.

KEY TASKS

1. Administer specialist procurement solutions for the provision of online purchasing facilities and eSourcing. Attend briefings with departmental colleagues and provide specialist guidance on Procurement regulations.
2. Responsible for the management of purchasing and sourcing and provide guidance to commissioners regarding the sourcing to purchase workflow.
3. Responsible for catalogue administration to support procurement category portfolios by ensuring that new and existing catalogues are managed and developed in compliance with the Procurement Strategy.
4. Implement and maintain a category-based supplier classification to the supplier register to ensure that spend analysis against procurement categories provides accurate records of maverick spend activity and contract performance.
5. Provide a key eSystems role in the application and engagement of technology in all procurement and sourcing solutions.
6. Responsible for the management and delivery of the 'Request for Quotation' process for all procurement activity up to a value of £50k for individual contracts.
7. Responsible for ensuring that all procurement activity under their control complies with the Council's Contracts Procedure Rules (CPRs) and demonstrates value for money.
8. Ensure that the Contracts Register provides an accurate corporate directory by the recording of all contract matters relating to exceptions, extensions, and variations to contracts.

9. Responsible for the validation of non catalogue requisitions and their progression to purchase orders, in a timely manner and in accordance with the CPRs.
10. Plan contract renewals over a period of 6 months prior to contract renewal date
11. Engage in market testing and obtain market intelligence data and information to support procurement category portfolios.

KEY RESPONSIBILITIES

People

Deliver excellent customer service to internal staff regarding the application of the online eSourcing system and provide support, guidance and instruction regarding workflow and schedules.

Develop and maintain professional relationships with procurement colleagues, commissioners, technology specialists and suppliers.

Facilitate and when required, provide a range of training and awareness solutions to council staff to ensure that the purchasing process operates compliantly and within the corporate objectives of the Council.

Provide comprehensive guidance and advice to internal staff regarding the operation of the Council's online purchasing system and resolve queries in a timely manner.

Provide developed advice and guidance to commissioners in the compliance of Contracts Procedure Rules and influence and direct commissioners towards procurement solutions that may differ to the commissioners preferred course of action.

Financial

Contribute towards the establishment of efficiency savings for the Council by the delivery of effective procurement processes and the provision of data analysis and contracts savings information.

Formulate monthly procurement activity related to your category spend area, using multiple system applications to establish maverick and contract spend.

Analyse and prepare data information in compliance with the transparency code 2015 and within strict reporting deadlines.

Responsible for the verification and creation of Purchase Orders that ensures value for money, compliance with the Council's CPRs and enables incoming invoices to be accurately matched and processed for payment without delay.

Strategic

Support the delivery of the Procurement Strategy and prepare quarterly performance progress reports.

Implement solutions to deliver measurable cost savings and efficiency improvements across procurement.

Analyse non catalogue order activity, identify suitable new contract areas and expedite the creation of electronic catalogues in accordance with targets for increasing catalogue use.

Represent the purchasing and procurement functions at eSystems sub regional group meetings.

Collate, analyse and present monthly procurement activity related to your category spend area, using iProcurement, e-sourcing tools or spend analysis systems to establish maverick and contract spend.

Resources

Provide guidance and support to commissioners in the application of category management methodology across the council's third party spend of approximately £200m.

Prepare and analyse savings data for the procurement work plan as required by the Supply Chain Manager.

Implement measures for the elimination of maverick spend.

Maximise the use of technology in all procurement activities and practices to ensure the most efficient and effective method of service delivery.

Co-ordinate with suppliers for the production of new and amendment of existing electronic catalogues.

Responsible for monitoring and maintaining existing catalogue templates to ensure prices are correct and to avoid problems with invoice matching.

Responsible for monitoring monthly reports and liaising with system users regarding orders which are not in a complete status, to ensure that invoices are paid in a timely manner.

Ensure that any dialogue with internal Council staff and external organisations is maintained on a confidential and secure basis to provide high standards of information integrity, to avoid risk of challenge and prosecution.

Responsible for ensuring that all financial and personal data is protected and is handled appropriately, adhering to the Information Governance Management Guidelines and Records Management policies and procedures for the safe and secure transfer of data into the Wirral archive Facility.

Planning and Organising

Provide purchasing elements of the procurement work plan and ensure that the appropriate controls and monitoring techniques are applied accurately and precisely to ensure compliance and value for money.

Work within established procurement procedures, regulations and policies but establish own priorities and workload. Take decisions regarding the completion of tasks and duties.

Respond independently to general problems or unanticipated events, test and apply e-System developments, upgrades, and fixes, escalating problems were appropriate.

Plan, maintain and provide a schedule of electronic catalogue updates and ensure that all data conforms to strict system configuration rules, to avoid any disruption to the Council's core systems.

Apply opportunities to improve methodology for the management of electronic catalogues including punch out and e-Market solutions.

Be flexible to respond to line managers or directorate requirements to meet the demands put on the service by tight statutory timescales and ensure that operational efficiency and continuity is maintained.

Ensure reciprocal cover is provided within the team to ensure that a seamless service is delivered.

Able to respond to tight deadlines and with minimal supervision.

Planning horizon up to 6 months.

Decision Making

Control of all non-catalogue requisitions in accordance with the Councils Contract Procedure Rules.

Prepare data for information to be published in accordance with government directives, within set deadlines.

Ensure that records are accurately maintained within all procurement systems and resolve issues and problems as they arise.

Required to work largely independently and take responsibility for operational decisions within recognised procedures in order to meet set deadlines.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

- 5 GCSE's graded at A to C, two of which must be English and Maths (or equivalent qualifications).
- NVQ Level 3 Business Administration (or equivalent qualification).
- Evidence of relevant IT training e.g., IBT2, EDCL - Level 1 and 2.

Experience:

- Experience of working within a procurement, finance or business environment.
- Experience of being a practitioner in electronic systems administration and operation.
- Experience of communication with internal and external contacts.
- Experience of generating, analysing and manipulating reports and data.
- General administrative experience.

Knowledge and Skills:

- Able to brief colleagues confidently and accurately.
- Able to work as part of a team.
- Ability to analyse information and make an appropriate decision on a course of action.
- Able to communicate and develop excellent working relationships.
- Able to work on own initiative and work effectively under pressure and within specified timescales.
- Able to prioritise workload.
- Able to work within a business and commercial environment.
- Comprehensive skills in the use of Microsoft applications including Word, Excel and Outlook.

Desirable Criteria

Qualifications:

- Advanced Certificate in Procurement and Supply or equivalent.

Experience:

- Experience in the use of electronic systems for sourcing and procurement.

Knowledge and Skills:

- Understanding of local government policies, structures and financial controls.

- Understanding purchasing and sourcing.

ADDITIONAL WORK ELEMENTS

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the job role holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the job role holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.



Signed Head of Service

Date 06/06/2018