

Post Specification

Post Specification - Key Information

- **Post Title:** Procurement & Contract Assistant
- **Date:** 2 October 2015
- **Post Group Number:** 6459
- **Job Family:** OS7
- **Job Family Role Profile:** Grade 7
- **Final Grade:** Grade 7 - Procurement & Contract Assistant

Service Area Description

Commissioning, Procurement and Contract Management

Purpose of this Post

To assist the Procurement and Contract Management Team deliver an effective and efficient service

Key Job Specific Accountabilities

1. To assist the Procurement & Contracts Manager with the provision of effective advice, guidance, co-ordination and support across both the Council directorates & their partners (including District Councils), regarding procurement and contract management activities.
2. Assist in the administrative tasks surrounding the procurement of low risk and/or value procurement, as determined by manager.
3. Assist in the administrative tasks surrounding the contract management of low risk and/or value procurement and contract management as determined by manager.
4. Ensure data is accurately recorded, in a timely fashion, on Council systems, databases and spreadsheets, inputting and verifying information required. Extracting data when required and assisting the procurement and contract management team to analyse and interpret.
5. Ensure E Procurement catalogues/prices are up to date/renewed and advise of any changes in a timely fashion.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** None

Essential Criteria

The Following are required in addition to the general role profile description attributes:

- Demonstrate knowledge of principles of tendering and contract management.

- Knowledge of EU Procurement Directives and legislation.
- Good general standard of education to NVQ level 2/3 in Business Administration, or equivalent experience or knowledge in the relevant work area.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimal
- **Physical Demands:** Normal
- **Working Conditions:** Normal

Other Factors: