

Procurement Support Assistant – Procurement Service

Salary: Band: 5, £25,652 - £27,363 p.a. (£15,599 - £16,639 for 22.5 hours)

22.5 hours per week - flexible over three days - days to be discussed at interview.

The Service

The Procurement team acts as an internal consultant in the identification, sourcing and purchasing of all goods and services required by Portsmouth City Council. The team ensure the council follows the correct procedures when purchasing and support council staff to spend public money wisely and achieve the best possible value for the taxpayer.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

What is the role?

Reporting to the Assistant Procurement Manager and Procurement Manager, this is a varied role providing administrative support within the Procurement Service.

The role of Procurement Support Assistant provides vital support to our professional team in helping them deliver value for money contracts and the smooth running of business processes.

You will provide high quality administration support to aid in the management of procurement, contract management and provide comprehensive support to ensure that all procedures are followed. This will involve working efficiently with colleagues, client departments, external agencies and suppliers.

You will provide administrative support to the team and will have responsibility for specific tasks. Good timekeeping and attendance is essential.

Specific tasks will include:

Working with the In-tend E-Sourcing System and Contracts register you will create and be responsible for the administration of contacts on the contracts register, contract management and KPI administration as well as supplier registration management. In addition, you will administer e-tenders and quotes, be responsible for archive management, deal with any notifications as well as system administration and data reporting and analysis. You will also use the Oracle ERP system for creating and administration of e-catalogues and date reporting and analysis.

You will be responsible for scheduling meetings including all the administrative tasks associated with this including collating/distribution of documents for each board and admin support at meetings including minute taking. You will manage telephone queries from suppliers internal stakeholders and the public, as well as other admin duties including:

- Spend and Contract compliance reporting
 - Regular monthly reports
 - Data analysis
 - Co-ordination with team and services

- Contract Administration
 - Administration of Corporate contract, frameworks and DPS agreements
 - Supplier liaison
 - Contract management support
 - Performance monitoring
- Database management (Excel)
 - Tender, Contract Extension, Variation and Waiver procedure databases
 - FTS Adverts database
- Website and internet catalogues
 - Arranging updates to website when required
 - Receiving and processing supplier catalogues
 - Formatting pricing documents for Oracle upload
 - Benchmarking prices
- Supplier, public and internal support
 - Managing queries
- Freedom of Information
 - Assigning requests
 - Logging requests
 - Collation and distribution of information
 - Collating information
 - Dealing with PCC staff and members of the public
- General admin duties
 - Website updates - internal and external
 - Shared inbox and post
 - Printing/photocopying
 - Processing rebates

Who is the person?

You need to:

1. Have good numeracy and literacy skills with evidence of appropriate qualifications or experience. You will be working with information concerning the council's financial and commercial matters and will be communicating with the council's external suppliers and internal customers.
2. Have substantial experience of working in an administration and supporting role.
3. Be computer literate and have a high degree of competency in using Microsoft packages (Word, Excel, Power Point , Sharepoint and Outlook.).
4. Ideally have experience in remote working using video conferencing, ideally Microsoft Teams.
5. Have effective written and verbal communication skills with experience of dealing with the public on a day to day basis.
6. Have a customer-focus (internal and external)
7. Have a good attention to detail and level of accuracy.
8. Have the ability to take and confidence to use your initiative.
9. Have excellent analytical skills.
10. Have the ability to work flexibly to meet the requirements of the team and wider services.
11. Have the ability to prioritise workload so that tasks are dealt with in the right

order.

12. Have an awareness of GDPR and confidentiality issues.
13. Have confidence in talking directly with contractors and customers.
14. Have a willingness to learn new skills.

How to apply: When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience. This is important, or you are likely not to be shortlisted.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.