

## **Port Procurement and Contracts Assistant**

**Salary:** Band 8 – £36,363 to £39,151 per annum

**Hours per week:** 37

**Location:** Portsmouth International Port

**Contract type:** Permanent

### **The Service**

Portsmouth City Council (PCC) controls all its maritime activities through the Port Service. Portsmouth International Port (PIP) comprises the Cruise & Ferry Port (CFP), Flathouse and Albert Johnson Quays and the Camber.

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. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect who you are and how you work then this could be the role that meets your expectations.

### **What is the role?**

To support the Port Finance and Commercial Specialist in the effective management of all contracts, new procurements and contract management processes at the Port. The Procurement and Contracts Assistant will work collaboratively with the Finance and Commercial Specialist, Port staff and Portsmouth City Council's Procurement Service and Legal Service, to ensure that needs of the Port are met and all levels of procurement are undertaken in a compliant manner.

### **The main duties are, but not limited to:**

- To support the Port Finance and Commercial Specialist in the effective management of the procurement and contract provision for Portsmouth International Port.
- To assist with above threshold procurement processes from drafting timetables and tender documentation to include pre-market engagement, first draft specification and evaluation criteria, to aiding the evaluation and award processes.
- To assist with below threshold quotation processes via the Council's e-tending system Intend.
- To assist and advise Port staff on below threshold procurement and direct awards to ensure compliance.
- To ensure that all procurement processes are started in a timely manner, putting together a tender programme so as deadlines are met and services are continuous.
- To liaise with Portsmouth City Council Legal Services to ensure that appropriate terms and conditions of contract are used.
- To liaise with Portsmouth City Council's Procurement Service to ensure that best practice is followed and approval to award is gained.
- To assist in the contract management processes to include the setting of KPIs in conjunction with contract managers, ensuring contract managers complete these in a timely manner, identifying any issues and minuting contract management meetings.
- Review and amend Governance, Audit and Standards Committee reporting data to ensure accuracy.
- To upload all procurement and contract documentation to the Port's document management system Filestream.

**Who is the person?**

You must have:

1. A good administrative background.
2. Good all round IT skills in a variety of packages.
3. Good communication and negotiation skills both verbally and written.
4. The ability to communicate with all levels of staff within and outside of the organisation.
5. Organised with the ability to develop timetables and meet deadlines while working on a number of different projects at different stages.
6. Commercial acumen.

Desirable:

1. Financial awareness and understanding of income and expenditure accounts, open book accounting and budget pressures.
2. General understanding of public or port procurement.
3. An understanding of terms and conditions of contract.
4. An understanding of contract management

**General Data Protection Regulation (GDPR)**

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