

JOB DESCRIPTION

POST: Procurement Project Support Officer	POST NO: PX43
DIVISION: Corporate Finance	
SCALE: E / F / (G)	
ANY SPECIAL CONDITIONS: This post works in a shared Procurement Team and therefore work is undertaken on behalf of Crawley Borough Council, Horsham District Council, Mid Sussex District Council and Mole Valley District Council. Travel between the Councils will be required. For the purpose of travel claims, the base office for this post will be Crawley Borough Council. Scale E – Postholder able to carry out the majority of all duties of the post, but requiring additional training, supervision and/or experience Scale F – Postholder able to carry out the full duties of the post with minimal supervision Scale G – Postholder undertakes all of the above plus additional duties as listed in the separate section of the JD. Progression from one scale to another is at the discretion of the Procurement Manager having regard to the competence of the postholder and availability of work at the appropriate level.	
RESPONSIBLE TO: Procurement Manager (PX40)	
RESPONSIBLE FOR (POSTS): None	
MAIN PURPOSE OF POST: To provide comprehensive project, research and administrative support to the procurement team which will assist in the effective delivery of the Council's work programme.	
SPECIFIC DUTIES OF POST: a) Be aware of, and provide basic procurement advice to Council departments on the requirements of the Councils Procurement Code and relevant procurement legislation. b) To provide customer focussed comprehensive, general administrative support to the team, undertaking duties as requested to support the effective delivery of the teams work programme. To act as initial point of contact for the team and ensuring that all enquiries are prioritised and dealt with appropriately. To coordinate the response of Freedom of Information (FOI) requests on behalf of the team. c) Assist the procurement team in the preparation of tender documentation, by undertaking research and project work, advertising opportunities through the e-tendering portal, co-ordinating the response to supplier questions and queries, organising meetings and providing support throughout the evaluation and award of contract processes as required by the team. d) To assist in the development and maintenance of corporate procurement policies, guidance and template documentation ensuring they are up to date and communicated effectively across the council. Ensure that effective file management systems are in place. e) To assist in the implementation and day to day management of Council's e-procurement systems	

including; setting up users, dealing with queries, setting up projects, updating contract registers, developing training materials and training of officers on the use of the e-procurement systems. You will be the Councils key point of contact for the system and will be required to attend user group meetings and liaise with the software provided.

- f) Take a leading role in the development and maintenance of the Procurement Teams' communication channels including the Councils' internet and intranet sites, ensuring that the information contained is up to date and relevant. Assist in the preparation of the quarterly procurement newsletter and other general communications on behalf of the team.
- g) Assist the team to identify opportunities to make savings through the regular comprehensive analysis of financial and supplier data and assist in the implementation of these proposals through the establishment of corporate contracts. The data will need to be collated, analysed and findings reported and presented to a range of audiences.
- h) To be responsible for the development and day to day co-ordination of the Councils contract registers ensuring the information is accurate and up to date. Ensure that the necessary information is published on each of the Councils websites in order to comply with legislative requirements.
- i) To assist the Procurement Officers with the tender process and implementation of contracts. Assist in the development quotation documents. Undertake research into Framework Agreements available to the Council and report on these to the Procurement Officers.
- j) To assist, the Procurement Officers with the day to day contract management of corporate contracts, for example, the Stationery Contract.
- k) To assist in the coordination of a programme of training events for officers across the three Councils. Assist in the preparation of training material, organising dates and venues and managing bookings. To assist in the delivery of training where appropriate.
- l) Assist in the establishment and maintenance of a system for the collection and analysis of procurement data including key performance indicators to measure the effectiveness of the councils' procurement activity.
- m) To attend meetings as required with or on behalf of the procurement team when appropriate.
- n) To carry out such duties as the line manager may, from time to time reasonably require.
- o) To carry out all duties in accordance with relevant legislation, Council policies, procedures and standards.
- p) To actively promote the Council's Corporate Equality Statement and demonstrate the standard of conduct which prevents discrimination taking place.
- q) To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policies and Procedures and all locally agreed safe methods of work.
- r) To share the council's commitment to safeguarding and promoting the welfare of children, young people and adults at risk as outlined in the CBC Safeguarding Policy.
- s) To ensure that all duties are carried out in compliance with both environmental legislation and a commitment to the Council's Environment Policy.

Additional items for Scale G

- a) To manage, under supervision and guidance, the tender process and implementation of contracts under a framework agreement, local tender processes and the development quotation documents.
- b) To oversee the day to day contract management of simple corporate contracts, for example, the

Stationery Contract. Organise regular review meetings with key users and the supplier, deal with issues arising and ensuring smooth operation of the contract, referring complicated issues to the Procurement Officer for advice.

NOTE: The duties listed are in general terms only and detailed variation in job content may be expected to occur.

AMENDMENT DATE: 13/06/2022 - BW

POSTHOLDER'S SIGNATURE:

CANDIDATE SPECIFICATION

(This is for information only and should be retained by the applicant)

POST: Project Support Officer	POST No: PX43
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CHARACTERISTIC	SPECIFICATION	
	ESSENTIAL	DESIRABLE
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Excellent administrative, organisational and time management skills • Excellent analytical, organisational and research skills; ability to gather and analyse expenditure and other statistical data • Efficient and responsive with outstanding customer care skills and a truly supportive team player • Excellent interpersonal skills and the ability to build effective relationships with a variety of people including senior officers, partner organisations, and suppliers. • Excellent written and presentation skills with attention to detail and layout. • Ability to work under pressure and complete work to tight deadlines • Ability to work on own initiative 	<ul style="list-style-type: none"> • Project management skills • Conflict resolution • Problem solving skills and the ability to identify new ways of working
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of research techniques and data analysis principles. 	<ul style="list-style-type: none"> • Knowledge and a broad understanding of procurement and its role within the organisation.
QUALIFICATION AND TRAINING VERIFICATION WILL BE REQUIRED	<ul style="list-style-type: none"> • Minimum of GCSEs or equivalent (including Maths and English) 	<ul style="list-style-type: none"> • Business Studies or Business Administration qualification • Current driving licence
EXPERIENCE	<ul style="list-style-type: none"> • Significant experience in an administrative / project support role supporting a team environment. • Undertaking research and project work in a relevant role and reporting findings • Extensive practical experience of Microsoft Office suite including Outlook Schedule, Word, Powerpoint, Excel • Experience of developing effective administrative practices and providing a responsive customer focussed service. 	<ul style="list-style-type: none"> • Previous experience in a procurement support role • Previous experience of managing team communications.
QUALITIES	<ul style="list-style-type: none"> • Team player with a drive to assist in creating an excellent service provision for our customers • Motivated self-starter with positive can-do attitude. • Willingness and enthusiasm to learn • Resilient and flexible • Communicates effectively with confidence. 	
SPECIAL CONDITIONS	Willingness to work across each of the local authorities served by the Procurement Team which will involve some travelling between the sites.	