**Job Description**

**Procurement & Contract Management Support Officer**

**(Ref: insert post number)**

**Reports to: Head of Legal & Governance**

**Responsible for - Directly: 0**

**Total staff managed: 0**

**Working environment: Hybrid – at least 3 days per week on site (including any training/development time)**

**Working hours: Full time 37 hours over a 5 day week**

**Permanent**

**Purpose of role**

To provide technical and administrative support to procuring officers in the undertaking of procurement activities in Great Yarmouth Borough Council and its wholly owned companies – working together with the East Suffolk Procurement Team, with GYBC Finance and Legal Teams. To maintain all records and documentation relating to procurement in the Authority as required. To understand, promote and communicate organisational compliance and best practice in procurement and contract management.

**Our Values**

You will be expected to work in line with our values which are:

* Effective and open communication
* Work together
* Taking personal responsibility
* Putting Great Yarmouth first
* Respecting others
* Embracing change

**Political Restriction:**

This post is not politically restricted.

**Key result areas:**

* An up-to-date Contracts Register, reflecting all of the Council’s relevant contractual relationships
* Regular reports on spend analysis
* Increased officer confidence in the support and guidance available in connection with procurement and contract management; prompt response to officer queries
* Improved record keeping and corporate filing of contracts
* Improved contract management (post completion of contracts)
* Up-to-date policy and user-friendly guidance and procedure documents
* Compliance with legal requirements and with the Constitution
* Intelligent and well-planned procurement activity

**Main responsibilities**

* Maintaining the corporate Contract Register and Local Government Transparency Agenda and procurement/contract performance information for all service areas.
* Running regular spend analysis, in liaison with the Finance Team
* Review and report on procurement timelines.
* Updating the Authority’s procurement pipeline.
* Publishing any notices as required, under direction of the Procurement Team.
* Preparation of evaluation and moderation documents including taking minutes of moderation meetings.
* Promoting and monitoring pro-active contract management across the organisation
* Setting up meetings, producing agendas and document agreed actions for procurement projects.
* Ensuring contract completion within deadlines is achieved.
* Signposting officers in services across the Council to the correct procedures, information and guidance in relation to procurement and contract management.
* Checking and responding to emails in the procurement inbox.
* Document version management for policy, procedures, templates etc
* Support and assist in the development of procurement systems and procedures
* Maintain current Procurement systems and procedures including eSourcing software.
* Working with the Finance Team to undertake quarterly spend analysis, report outcomes and cross-reference with Contract Register
* Undertake regular audits to ensure best practice.
* To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.
* To promote and adhere to the workplace values of our organisation.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. It is the practice of the Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. Duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.** **It is the Council’s aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserves the right to insist on changes to the Job Description after consultation with the postholder.**

**This post is not politically restricted.**

**Person Specification**

1. **Experience/ Knowledge**

**Essential**

* 1. Understanding and interest in administrative processes and procedures
	2. Self-sufficient and pro-active
	3. Organising and prioritising a varied workload
	4. Relevant administrative experience working within a team.
	5. Experience of Microsoft Office and working in an office environment.

**Desirable**

* 1. Knowledge of regulations affecting local government, the wider public sector and procurement processes
	2. Experience of working in a political environment

1.8 Basic understanding of procurement and supply and contracts

1. **Qualifications & Skills**

**Essential**

* 1. A-Levels or educated to NVQ Level 3 (or equivalent) or relevant knowledge and experience
	2. Effective organisational and time management skills to work to deadlines
	3. Able to work to high levels of accuracy and excellent attention to detail.
	4. Good IT skills- confident using a range of computer systems
	5. Great communication skills
	6. Numeracy – able to record numerical data and perform basic arithmetical functions.
	7. Ability to compile and analyse statistical information.

**Desirable**

* 1. Further education within a relevant field or associated subject
	2. Presentation skills

2.10 Ability to identify problems, suggest and implement solutions.

1. **Personal Qualities and Attributes**
	1. Self-awareness
	2. Problem solving
	3. Good communicator
	4. Openness, honesty and integrity
	5. Personal resilience and ability to work under pressure
	6. A commitment to own development and undertaking training and development initiatives, willingness to work towards a professional certification in procurement/contract management and to develop in the role
	7. Flexible approach to work and adaptable to the various duties of the post
	8. Confident and courteous manner, both in person and on the telephone
	9. Conscientious
	10. Contribute to the development of good working relationships within the team.
	11. Promote a positive communication across the organisation
	12. Willing to travel between Council offices as necessary
2. **Behaviours**

Promote and adhere to the workplace values of our organisation:

* 1. Effective and open communication
	2. Work together
	3. Taking Personal Responsibility
	4. Putting Great Yarmouth first
	5. Respecting others
	6. Embracing change