



ADUR & WORTHING COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Sustainability and Resources
Post Title	Procurement Assistant
Post Number	
Accountable to	Procurement Manager
Key leadership relationships	Internal: Appropriate Council officers and managers External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.
Work style	This role falls within the Blended Working Policy
Last updated	

Job Description - Principal purpose of job (role summary)

As Procurement Assistant you will support the Procurement & Contracts team in managing processes and contracts to deliver efficient and effective procurement services for Adur & Worthing Councils. You will support the delivery of procurement projects from inception to final delivery of goods, works or services for Adur & Worthing Councils and assist the team with general administrative duties. Industry recognised training may be provided for the right candidate. With demonstrable administrative experience, your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan
Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
How we work with each other and our customers: <ul style="list-style-type: none"> • We listen • We say what we think & do what we say • We are inclusive & kind • We are ambitious • We think & act beyond ourselves and our service • We are a team
Promote the service and Councils positively at all times

Role specific duties and responsibilities
Under the general direction of the Senior Procurement Officer, support the implementation and delivery of the Councils' Sustainable Procurement Strategy to secure value for money for Adur & Worthing Councils and deliver better social and sustainable outcomes for our residents and communities.
Identify opportunities where savings and efficiencies can be made that will contribute substantially towards the cost of the team. Identify opportunities where added social and sustainable benefits can be made through our procurement process to deliver better outcomes for our residents and communities.
Assist and support the Procurement & Contracts team in the delivery of their projects.
Record performance management data on corporate contracts and Council expenditure. Undertake analysis of various data, market research, spend analysis, benchmarking, and market options appraisal as required.

Support the development and implementation of corporate e-procurement solutions including e-tendering.
Maintain records of efficiency savings and other benefits realised by the Procurement & Contracts team and other good procurement across the Councils.
Assist in the Councils' transparency obligations including maintaining the Councils' Corporate Contracts Register.
To monitor compliance with the Councils' Sustainable Procurement Strategy and Contract Standing Orders.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers and, in particular, policies relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#).

Person Specification:

Participative	<p>Make sure that you embrace all opportunities to have your say and recognise the importance of your colleagues taking the opportunity to be heard too</p> <p>Ability to share knowledge and learn from others</p>
Adaptive	<p>Ability to thrive in an adaptive environment on a continuous improvement journey of change</p>
Resilient	<p>Understand the part you play in your team and the organisation as a whole, recognising your importance to our success</p> <p>Ability to bring passion to your work</p> <p>Ability to recognise and support your own wellbeing needs and ask for help when you need it</p>

	Essential	Desirable
Qualifications	5 GCSEs including Maths and English or equivalent experience	Experience in local authority Procurement
Knowledge	<p>Computer literacy</p> <p>Ability to create spreadsheets</p> <p>Good knowledge of using Microsoft Word and Excel Products</p> <p>Able to promote and develop use of new technology</p>	<p>Knowledge of Google Apps for Work (Gmail, Google Calendar, Google Docs, Sheets etc.)</p> <p>Understanding of financial and procurement systems</p>
Experience		<p>Local Government procurement experience</p> <p>Previous practical experience in buying goods and services. Contract management experience.</p> <p>Contributing to successful project outcomes and engaging with all levels of an organisation.</p>
Communication	<p>Internal and External:</p> <p>Ability to engage with people at all levels</p> <p>Communicate effectively at all levels both verbally and in writing</p>	<p>Robust and sensitive to public and political perceptions</p>

	Willingness to work as part of a team and on own initiative	
Relationship Building	Build good relationships with Officers of the Council	
Analytical	Able to assimilate, analyse and evaluate large quantities of information quickly	Problem solving/conflict resolution skills Good negotiation and mediation skills
Planning/ Organising	Self-motivated and able to use own initiative	Able to prioritise multiple tasks and meet project deadlines
Other requirements	<p>Ability to cope with multiple demands and meet project deadlines</p> <p>Role primarily based at the Town Hall but able to work locally with clients as required.</p> <p>Valuing kindness and compassion in the workplace</p> <p>Acceptance of political restriction</p> <p>Able to travel within Adur and Worthing</p>	Hold valid driving licence

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	