

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Procurement and Commissioning Assistant
<b>Grade</b>	5
<b>Service</b>	Procurement & Commissioning
<b>Reports to</b>	Procurement Systems & Contracts Manager
<b>Location</b>	One Friargate
<b>Job Evaluation Code</b>	P1339D



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### **Purpose of the role / Output**

To support the delivery of the Council's corporate Commissioning and Procurement strategy and plans by providing advice and information on procurement and commissioning matters to procurement colleagues, procurement practitioners and service managers.

To be responsible for the day-to-day management and ongoing development of the procurement systems within the Authority; including the development and provision of systems training and monitoring, purchasing card processing, along with the development and implementation of procedures to promote best practice and ensure efficient and effective standards.

## Main Duties & Key Accountabilities

### **Core Knowledge**

#### **Developing corporate strategy and policy**

- Research and prepare information to support the development of the Council's Procurement Strategy
- Prepare corporate templates and document standard systems and processes for use by Procurement Category teams, service teams and managers ensuring they reflect legislative requirements and current best practice

#### **Electronic Systems & Processes**

- Manage the Purchasing Card Process to ensure that applications are correctly completed and authorised, and that applicant and card details are held securely at all times, complying with the Council's information security policies and procedures along with the requirements of the Data Protection Act
- Act as the Council's system administrator for the e-procurement/contract monitoring system and the purchase card system
- Monitor the procurement related elements of the Council's Purchase-2-Pay system, ensuring that data is current and accurate
- Support the development and implementation of new systems for Procurement & Commissioning Services

#### **Monitoring and compliance**

- Undertake monitoring of procurement processes including analysis and monitoring the accounts payable and contracts registers to identify any off contract spend
- Assist in the operation of the Council's e-procurement system, the Purchase-2-Pay system and the operation and administration of the Council's procurement card process ensuring information is entered accurately
- Undertake monitoring of purchase card activity to identify non-compliant spend or processes
- Record and monitor compliance with the Council's Contract Procedure Rules and governance procedures

**Support to Governance framework**

- Assist in the planning and preparation for Procurement governance meetings by assisting in the compilation of information, creating and maintaining a schedule of meetings, providing a support service and ensuring decisions are fully and properly recorded

**Management Information**

- Undertake the compilation, analysis and presentation of financial, performance, contract and research data
- Lead on the development of the Council's monitoring and management reporting requirements for purchasing systems information. Liaise with Managers and Finance to ensure specifications include stakeholder requirements. Provide statistical information for management

**Source of expertise**

- Provide advice and information on procurement matters ensuring consistency with the Council's legal and contractual obligations
- Provide additional support to category teams to progress key stages in complex/high value or high risk commissioning and procurement projects as appropriate

**Training and dissemination of best practice**

- Support the production of information/guidance for the Council's intranet site and research, write and prepare materials for training and development activities, newsletters and guidance notes
- Develop and provide training for purchase card holders, e-procurement system users and system users on the purchasing module of the Council's Purchase-to-Pay system.
- Actively seek opportunities for continuous improvement in the Council's Procurement systems and procedures

**Publication/ transparency of information**

- Respond to routine queries about the Council's commissioning and procurement policies and procedures
- Assist in the development and maintenance of the Council's procurement website

Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Providing information and guidance to current and potential suppliers. Collaboration with other Local Authorities. Attending system and Procurement forums. Working with regional and sub-regional working groups.	<b>Internal</b> Providing support on tendering processes to the Procurement Category team. Liaising with IT, Finance and Accounts Payable to implement and upgrade systems and processes. Consulting with members of Procurement Panel and Board. Providing training and guidance on best practice to colleagues.
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	P1339D
<b>Knowledge</b>	
Knowledge and understanding of the purchasing process and associated procedures including the tendering processes	
Basic working knowledge and understanding of legislative requirements relating to commissioning and procurement activity	
Understanding of the commercial issues associated with commissioning and procurement activity	
<b>Skills and Abilities</b>	
Excellent interpersonal skills; influencing and negotiating skills	
Excellent presentation and report writing skills	
Computer literate, able to interrogate databases including the ability to use Microsoft Excel to generate and compile complex reports	
Good organisational skills with the ability to meet challenging deadlines and balance competing priorities successfully	
Ability to research, interpret and produce information accurately	
Ability to be creative and innovative	
Clear thinking and analytical skills	
Nurate with sound financial skills	
<b>Experience</b>	
Commissioning and or procurement/contracting experience	
Dealing with a variety of internal and external stakeholders	
<b>Qualifications</b>	
N/A	
<b>Special Requirements</b>	
N/A	

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