

Job Description and Person Specification

Procurement & Commissioning Asst

Job Details	
Grade	5
Service	Procurement Services
Location	One Friargate
Job Evaluation Code	P1339D

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>Support the delivery of the Council's corporate strategy and plans by providing advice and information on procurement matters to procurement practitioners and service areas.</p> <p>To be responsible for the day-to-day management and ongoing development of the procurement systems within the Authority. This includes the development and provision of systems training and monitoring, purchasing card processing. Additionally, to be responsible for the development and implementation of procedures to promote best practice and ensure efficient and effective standards.</p>

Key Responsibilities and Accountabilities
Creating and maintaining templates, systems and processes for use by Procurement Services, service areas and managers ensuring they reflect legislative requirements and current best practice.
Managing the Purchasing Card Process to ensure user compliance with bank and Council terms of use.
Monitoring procurement related elements of the Council's financial system, ensuring that data is current and accurate.
Supporting the Council's Early Payment programme, ensuring that suppliers are on-boarded efficiently and all parties are aware of their obligations.
Supporting the development and implementation of new systems for Procurement Services.
Recording and monitoring compliance with the Council's Contract Procedure Rules and governance procedures in line with the Council's Constitution.
Creating and maintaining materials for training and disseminating best practice for colleagues on procurement related activities.
Assisting in the planning and preparation for Procurement governance meetings ensuring decisions are fully and properly recorded
Undertaking the compilation, analysis and presentation of financial and performance data for management and transparency purposes.
Creating and maintaining information and guidance relating to Procurement Systems and Governance processes for the Council's intranet and internet sites.
Continuously seeking opportunities to improve the Council's Procurement systems and procedures.
Responding to routine queries about the Council's procurement policies and procedures.

Key Relationships			
External:	Current and potential Suppliers Local Authorities Forums Regional & sub-regional working groups	Internal:	Procurement Digital Services Finance Legal Services Members Council colleagues

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> 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. attending any training and undertake any development activities that are identified as mandatory/beneficial to their role. any other duties and responsibilities within the range of the salary grade.

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	Understanding of the purchasing process and procedures, including the tendering process
Knowledge	Understanding of the legislative requirements relating to public sector procurement activity
Knowledge	Understanding of the commercial issues associated with procurement activity
Skills And Ability	Possessing excellent interpersonal skills, including influencing and negotiating
Skills And Ability	Possessing a positive attitude towards developing and learning knowledge and skills

Skills And Ability	Possessing excellent presentation and report writing skills, including the ability to research, interpret and produce information accurately
Skills And Ability	Possessing clear thinking and analytical skills
Skills And Ability	Possessing sound numeracy and financial skills
Skills And Ability	Possessing good organisation skills with the ability to balance competing priorities and meet challenging deadlines
Experience	Working within a team towards a common goal
Experience	Working cooperatively with a wide variety of internal and external stakeholders
Qualification	Demonstrating evidence of continued development.
Special Requirements	N/A

Declaration			
Reviewed/Created By:	Rob Amor		
Job Title:	Deputy Head of Procurement	Date:	17 June 2025