
Recruitment information

Job description and person specification

Your title Procurement Assistant

DBS check No

Post number

Your team Legal Services

You would be based Civic Centre, Esher

Your line manager Procurement Business Partner

About the role

You will be assisting with procurement of goods, works and services for Elmbridge Borough Council, helping to achieve best value and enabling the council to deliver services to residents.

The main purpose of the role:

As Procurement Assistant you will support the Procurement Business Partner in delivering value for money through efficient and effective procurement services for Elmbridge Borough Council, while ensuring regulatory compliance. This will involve working on procurement projects for goods, works or services for the council and assisting with general administrative duties.

Specific duties and responsibilities

- Provide effective procurement support across multiple service areas within the council, and assist with procurement exercises for commonly bought goods and services.
- Provide support to ensure procurement exercises comply with the council's procurement regulations and the Procurement Act 2023.
- Work with the council's electronic tendering portal and contract management system.
- Assist in the council's transparency obligations including maintaining the Contracts Register.
- Ensure appropriate outcome letters are drafted, legally compliant and sent in a timely manner.
- Assist with the development of procurement procedures, processes, manuals and guidance notes which support procurement compliance and capability and reflect best practice.
- Keep up to date with legislative, regulatory and technology changes as they relate to the responsibilities of the post.
- Any other duties required by the Procurement Business Partner.
- To promote equality, diversity, and inclusion, and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining the privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional

manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Post: Procurement Assistant
Team: Legal Services
Salary: £30,032 - £32,447

Post no:
Hours: 36 hours per week
Car allowance: N/A

Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1.	5 GCSEs including Maths and English or equivalent experience.	Essential	A
2.	University degree.	Desirable	A

Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1.	Experience of working in public sector procurement environment and/or an ability to demonstrate a good understanding of procurement within the public sector.	Desirable	A, I
2.	Contributing to successful project outcomes and engaging with all levels of an organisation.	Essential	A, I
3.	Ability to demonstrate professional knowledge and judgement in making decisions.	Essential	A, I

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1.	Computer literacy, good knowledge of using Microsoft Word and Excel, able to adapt to using new technology.	Essential	A, I
2.	Excellent interpersonal and communication skills in both written and spoken English.	Essential	A, I

3.	Accuracy, attention to detail and the ability to focus on all aspects of a task.	Essential	A, I
4.	Ability to organise and prioritise own workload, within defined requirements for the role.	Essential	A, I
5.	Able to prioritise multiple tasks and meet project deadlines.	Essential	A, I

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1.	Some knowledge of current procurement best practice in the public sector.	Desirable	A, I