

## Kent County Council

### Job Description: *Purchasing Assistant*

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**Directorate:** Adult Social Care and Health  
**Unit/Section:** Adults Purchasing Team / Access to Resources  
**Grade:** KR5  
**Responsible to:** Adults Purchasing Team Manager

#### **Purpose of the Job:**

Provide support service to the Adults Purchasing Team. Act as a main point of contact for the team, recording referrals, provide general admin support to the team on activities relating to purchasing, and input data onto Mosaic.

#### **Main duties and responsibilities:**

- Provide day to day support for the Adults Purchasing Team, to be able to manage some enquiries and signpost where necessary.
- Work with Providers across Kent, manage spread sheets, liaise with Practitioners, and record changes on Mosaic.
- Support the Adults Purchasing Team Manager. Manage the team mailbox, respond to questions as appropriate, check referrals and allocate as necessary.
- Provide daily support to Senior Purchasing Officers and Purchasing Officers. This will involve working with practitioners and providers via email and telephone.
- Update Mosaic to ensure accurate records.
- Work to solve problems, and handle complaints.
- Reconcile invoices and resolve any problems relating to payments working to finance and practitioners.
- Be able to generate Power BI reports as requested, in line with the County's Record Retention Policy, data protection and freedom of information protocols.
- Take a proactive approach in supporting and encouraging the team in environmental-friendly working as part of the County Council's Green Agenda, e.g., double-sided photocopying, switching off consoles and lights etc.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Purchasing Assistant*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Educated to GCSE level or equivalent. or NVQ2 in Administration or equivalent if required.
<b>EXPERIENCE</b>	Office administration experience  Experience in team working.
<b>SKILLS AND ABILITIES</b>	<p>Literacy and numeracy skills</p> <p>Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows Word package, Excel spreadsheet and database functions.</p> <p>Interpersonal, organisational and administrative skills.</p> <p>Ability to develop and maintain effective computerised filing systems.</p> <p>Ability to organise and prioritise workload to achieve deadlines.</p> <p>Ability to investigate complex queries and anomalies when required.</p> <p>Ability to take accurate notes and minutes of meetings.</p> <p>Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned.</p> <p>Co-ordination skills when arranging meetings and appointments and arranging client care when required.</p> <p>Ability to monitor and process accurate financial records.</p> <p>Ability to manage team calendars.</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working</p>
<b>KNOWLEDGE</b>	<p>Knowledge of the services provided by Kent Adult Social Services and detailed knowledge of services provided by the team.</p> <p>Knowledge of the County's Record Retention Policy and freedom of information protocols</p>

	<p>Knowledge of a range of IT systems</p> <p>Knowledge of computerised and manual filing systems</p> <p>Awareness of Data Protection and confidentiality issues</p> <p>Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety.</p>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>