

## Kent County Council

### Job Description: *Procurement Administrative Officer - (12 months Fixed Term)*

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<b>Directorate:</b>	<b>Deputy Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Commercial and Procurement Division</b>
<b>Grade:</b>	<b>KSD</b>
<b>Responsible to:</b>	<b>Strategic Commercial and Procurement Lead – People Team</b>

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

Provide administrative support services within the People Team of the Commercial and Procurement Division, including dealing with team correspondence, documentation management, events coordination, and procurement project timelines, as directed by the Strategic Commercial and People Lead, Commercial and Procurement Managers and Senior Commercial and Procurement Officers. Supports the Business Support Officers within the division where required.

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

- Monitor and manage CPD People Team mailbox, triaging requests for CPD advice and support to the relevant sub-category teams; tracking to ensure that requests have been responded to within three working days.
- Manages all CPD Teams / Sharepoint channels to ensure efficient and effective use of these channels and consistent processes within CPD People Team.
- Proactively monitor the Contracts Management System (currently PACT Tool) to ensure data accuracy and completeness for all contracts that are uploaded by the People Team, identifying and reporting gaps in information, duplication of records, to the relevant contract owner. Ensures that information on the PACT Tool is updated to support the publication of Procurement Pipeline on the Central Digital Portal.
- Ensures that Commercial and Procurement Managers / Officers update the Value Tracker regularly on completion of procurement activity. Supports Commercial and Procurement Managers in the reporting of CPD People Team Performance, as part of the wider CPD Performance Reporting.
- Supports Commercial and Procurement Managers / Officers at meetings organised by CPD People Team, taking notes, minutes and actions of meeting

as is necessary. As directed by Commercial and Procurement Managers / Officers, provides support to plan Market Engagement events, including booking event venues (if in person) / planning meetings (if virtual), ensuring that all relevant information are communicated to or obtained from all participants.

- Coordinates and plans the booking of desks for CPD People Team In Person Days; collates actions and notes of People Team Meetings and supports the CPD Business Support Officers with booking of desks for whole division / Divisional Management as may be required.
- Ensures that for all CPD People Team procurements which have been completed, that updated information is requested from all providers, providing evidence of required insurances, updated policies and / or checking the Central Digital Platform to ensure that these documents have been updated there.
- Where CPD People Team contracts are above £1m in value and require sealing, supports Commercial and Procurement Officers to ensure that contracts are sealed by liaising with the Legal Team as is required.
- CPD File Folder management – working with CPD People Team colleagues to ensure consistency in use of file paths, ensuring that folders are managed to optimise storage, reduce duplication and to improve identification, retrieval and access to files.
- Audits all procurements to ensure that Commercial and Procurement Managers / Officers are complying with Conflict of Interest Declarations throughout the procurement lifecycle; ensuring that Non-Disclosure Agreements are secured where TUPE information is provided to Suppliers; auditing the Redaction of contracts process, to ensure consistency of application across CPD People Team.
- Proactively monitors the Central Digital Platforms to alert CPD People Team of Suppliers who have been included in the Debarment Lists as Excluded or Excludable suppliers.
- Providing administrative support to the Strategic Commercial and Procurement Lead, Commercial and Procurement Managers / Officers as and when required.
- Provide support to the Business Support Officers, where required.

Footnote: This job description is provided to assist the job holder to know what their 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: *Procurement Administrative Officer*

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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>	<ul style="list-style-type: none"><li>• Educated to NVQ level 3 or equivalent in business or management</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience working in a professional environment</li><li>• Able to manage multiple work streams, prioritise effectively and work under pressure to meet deadlines</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Excellent administration skills, including typing, and a confident telephone manner</li><li>• Attention to detail</li><li>• Able to balance constantly changing priorities</li><li>• Proactive approach</li><li>• Able to work on own initiative</li><li>• Ability to take accurate notes and minutes of meetings.</li><li>• Good organisational skills</li><li>• Ability to maintain confidentiality</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Clear and effective communication skills both oral and verbal</li><li>• Good standard of IT literacy including using MS Office (Word, Excel, PowerPoint, Outlook and MS Teams)</li><li>• Knowledge of office systems e.g. Filing</li></ul>

<b>Kent Values and Cultural Attributes</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li><li>• We are <b>curious</b> to innovate and improve</li><li>• We are <b>compassionate</b>, understanding and respectful to all</li><li>• We are <b>strong together</b> by sharing knowledge</li><li>• We are all <b>responsible</b> for the difference we make</li></ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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