

# Kent County Council

## Job Description: *Contracts Assistant*

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| <b>Directorate:</b>    | <b>Strategic &amp; Corporate Services</b>                                  |
| <b>Unit/Section:</b>   | <b>Total Placement Service Business Team, Strategic Commissioning Unit</b> |
| <b>Grade:</b>          | <b>KR5</b>   |
| <b>Responsible to:</b> | <b>Business Coordination Manager</b>                                       |

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

Provide contracting, administrative and data support to the Total Placement Service (TPS) Business Team, including acting as a point of contact for internal and external customers. This includes working as part of a team to assist in the smooth running of the team, maintain efficient administrative processes and support in the identification and ongoing implementation of process improvements.

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

- Update and monitor the contracting database and filing systems (electronic and paper based), checking that key documents are included and pursuing missing documents
- Manage all administrative tasks associated with multi agency funding referrals
- Support effective data management and quality assurance; monitor, review, cross check and modify data held on different systems to ensure accuracy, on which management decisions can be made. Suggest ways to improve processes/systems. Maintain compliance to policies, procedures and governance
- Act as first line point of contact for the TPS Business Team, taking phone calls and monitoring team mailboxes. Investigate simple queries and assess the nature of more complex queries, referring them to the appropriate person. Collect visitors in a courteous, prompt and efficient manner, where necessary in order to ensure that staff, service users and members of the public are dealt with efficiently and consistently
- Provide business support to the team e.g. arranging meetings and booking rooms, preparing and sending agendas, taking minutes, assisting with PowerPoint presentations, producing reports and other administrative tasks.
- Be familiar with and adhere to the council's policies relating to these matters and carrying out relevant tasks.

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: *Contracts 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.

|                                   | CRITERIA   |
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| <b>QUALIFICATIONS</b>             | <ul style="list-style-type: none"> <li>Educated to GCSE (NVQ level 2) or equivalent</li> </ul>   |
| <b>EXPERIENCE</b>                 | <ul style="list-style-type: none"> <li>Experience of business administration</li> </ul>  |
| <b>SKILLS AND ABILITIES</b>       | <ul style="list-style-type: none"> <li>Excellent interpersonal and verbal communication skills; working autonomously and as part of a team</li> <li>Excellent business administration skills</li> <li>Ability to create and modify spreadsheets and information held on a database</li> <li>Excellent written communication and numeracy skills</li> <li>Ability to use Microsoft Office; Excel, Word, PowerPoint, Outlook and Teams</li> <li>Good organisation skills and ability to develop and adapt systems to meet changing requirements</li> <li>Ability to plan and organise workload to achieve deadlines and incorporate change as required</li> <li>Ability to be able to make own judgement and solve problems within guidelines</li> <li>Ability to take accurate notes and minutes of meetings</li> <li>Ability to maintain strict confidentiality</li> </ul> |
| <b>KNOWLEDGE</b>                  | <ul style="list-style-type: none"> <li>Awareness and importance of confidentiality and data protection</li> </ul>  |
| <b>BEHAVIOURS AND KENT VALUES</b> | <ul style="list-style-type: none"> <li>We are brave. We do the right thing, we accept and offer challenge</li> <li>We are curious to innovate and improve</li> <li>We are compassionate, understanding and respectful to all</li> <li>We are strong together by sharing knowledge</li> <li>We are all responsible for the difference we make</li> </ul> <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>Open</li> <li>Invite contribution and challenge</li> <li>Accountable</li> </ul>  |