

Kent County Council

Job Description: *Purchasing Assistant*

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, eg 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*

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
QUALIFICATIONS	<p>Educated to GCSE level or equivalent or NVQ2 in Administration or equivalent if required</p> <p>Willingness to work towards NVQ3 in Administration or equivalent if required</p>
EXPERIENCE	<p>Office administration experience</p> <p>Experience of drafting correspondence</p>
SKILLS AND ABILITIES	<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 travel across a wide geographical area in a timely and flexible manner at various times of the day if required, using car, public transport, car-sharing etc.</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working</p>
KNOWLEDGE	<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>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make