

Kent County Council

Job Description: *Adults Purchasing Team Administration Officer*

Directorate:	Adult Social Care and Health
Unit/Section:	Adults Purchasing Team / Business Delivery Unit
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: *Adults Purchasing Team Administration Officer*

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	Educated to GCSE level or equivalent. or NVQ2 in Administration or equivalent if required. Willingness to work towards NVQ3 in Administration or equivalent if required.
EXPERIENCE	Office administration experience Experience of drafting correspondence
SKILLS AND ABILITIES	Literacy and numeracy skills Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows Word package, Excel spreadsheet and database functions. Interpersonal, organisational and administrative skills. Ability to develop and maintain effective computerised filing systems. Ability to organise and prioritise workload to achieve deadlines. Ability to investigate complex queries and anomalies when required. Ability to take accurate notes and minutes of meetings. Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned. Ability to monitor and process accurate financial records. Commitment to equalities and the promotion of diversity in all aspects of working

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