

Job Description

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| Job Title | Procurement Systems & Data Support Officer |
| Directorate | Finance & Resources |
| Service Area | Commercial Procurement Unit |
| Grade | 4 |
| Competency Level | 1 |
| Salary | £25,119 - £28,770 |
| Job Type | Hybrid |
| Location | Cunard Building |
| Disclosure and barring service (DBS) | N/A |
| Job Evaluation Ref No | A9130 |

Job Purpose

To provide a range of administrative duties to support the Policy, Performance & Data team. To support on all elements of the systems utilised by the CPU from data input and general maintenance to providing assistance with data analysis and reporting.

Directly Responsible For:

N/A

Directly Responsible To:

Procurement Systems & Data Manager

Main Areas of Responsibility:

- Support the onboarding of stakeholders and suppliers by setting up contract records on the contract management system.
- Maintenance and cleansing of all CPU systems where appropriate.
- Supporting solutions to improve records management.
- General updating of the Atamis system with new information and the closing down of records etc.
- Provide assistance to stakeholders on the use of systems generally.
- Assisting with the creation of management information reports.
- Review of the current use of all CPU systems to enhance and streamline the overall use.
- Co-ordinating Atamis change requests and system configuration requirements, acting as CPU's main point of contact and facilitating such changes.
- Co-ordinating Atamis system modifications, testing and implementation of requirements.
- Assist in the development of system advice and guidance.
- Facilitating the updating of internal intranet information
- Maintaining a clear record of standardised processes and updating user guides to reflect this.
- Liaising with Suppliers to undertake checks and link them to new contract records so they can submit against performance and social value indicators.
- Undertaking checks on supplier uploading of key information.
- Creation of reports and other management information as directed.

- Auditing active use of all systems by internal stakeholders and suppliers where appropriate.
- To liaise with other service areas on administrative matters, as required, including maintenance of data bases and corporate reporting mechanisms.
- To undertake general administration duties as required and helping to facilitate meetings/training events etc.

Supervision and Management Responsibility:

N/A

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

None.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.

- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Level 3 qualification in a related field or equivalent experience (A)
- Proficient in using a wide range of ICT systems, including Microsoft applications, with relevant qualifications or demonstrable experience (A)

Desirable

- Evidence of continued professional development
- A professional qualification in procurement or contract management

Experience

Essential

- Experience of working in a support role in a commercial or business environment (A/I)
- Evidence of contributing towards service improvements (A/I)
- Experience of working to a high standard and meeting deadlines (A/I)
- Experience of working with a range of customers (A/I)
- Experience of resolving customer issues (A/I)
- Experience of producing reports or management information (A/I)

Desirable

- Experience of working in a contract management or procurement environment

Skills/Abilities

Essential

- Excellent verbal and written communication and interpersonal skills (A/I)
- Ability to foster excellent working relationships (A/I)
- Ability to produce quality work in a high pressure and time restricted situation (A/I)
- Ability to quickly absorb complex information (A/I)
- Good organisational skills and ability to prioritise work and use own initiative (A/I)
- Well-developed ICT and system-based skills (A/I)

Desirable

- A broad understanding of contract management
- Involvement in supporting the management of suppliers

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (I)
- A clear commitment to equality and diversity (I)

- Commitment to take ownership of problems, focused on service delivery and customer needs and owning issues through to resolution (I)

Desirable

- Understanding and commitment to the achievement of equal opportunities in employment and service delivery

Other

- None