

Job Description

Job Title	Procurement Administrator
Directorate	Finance and Resources
Service Area	Commercial Procurement Unit
Grade	4
Competency Level	1
Salary	£25,119 - £28,770
Job Type	Hybrid
Location	Cunard
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	

Job Purpose

To provide effective administrative support with a particular emphasis on the management of the purchase order releasing process. To assist Procurement Business Partners as and when required and to be part of a flexibly deployable team which can efficiently support different areas according to the requirements determined.

Directly Responsible For:

Not applicable

Directly Responsible To:

Senior Procurement Business Partner

Main Areas of Responsibility:

This is a generic role where you will be expected to support work across any area within the CPU in accordance with the operational business requirements.

Central mechanics of the role:

- To support Senior Procurement Business partners and Procurement Business Partners to manage designated spend areas providing advice, insight and challenge
- Manage email inbox currently called 'Procurement Sourcing Team' mailbox, responding to order related queries
- Check all orders (LCC & LSSL) over £25k for accuracy to include vendor details, category and contract reference
- Liaise with relevant requisitioners and all stakeholders to request any missing information and update orders where necessary
- Issue new vendor set up forms to suppliers that are new to the authority and forward onto Vendor Processing Team
- To ensure all orders (regardless of value) are compliant to LCC Contract Standing Orders, checking for quotes where required
- Monitor orders and spend against contracts to prevent multiple orders and disaggregation

- To highlight issues and identify where off-contract spend is significant and requires further consideration by Category teams
- To support contract compliance, related procurement policy and support of the Contract Standing Orders generally
- To use available technology and undertake system duties commensurate with the grade
- To liaise with other service areas on procurement matters as required
- To participate in regular training and to continually refine and develop personal skills
- To add value in all aspects of your work, in line with the stated direction and values of Liverpool City Council

Supervision and Management Responsibility:

- No supervision or management responsibility

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:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

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

Desirable

- Qualification relating to procurement or willing to work towards
- Working towards a management level qualification
- Evidence of on-going personal development

Experience

Essential

- Evidence of having worked or understand procurement systems (I)

Desirable

- Experience of supporting successful category management work in a similar commercial environment
- A good understanding of how effective category/spend management can contribute towards the achievement of corporate goals

Skills/Abilities

Essential

- A working understanding of the broad issues affecting local government procurement and the processes which underpin that procurement (A/I)
- A track record of effective communication and the ability to build and foster effective working relationships (A/I)

Desirable

- An understanding of Public Contract Regulations and the relevance of procurement governance
- A working understanding of the broad issues affecting local government procurement and the processes which underpin that procurement

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Desirable

- A clear commitment to equality and diversity