



## JOB DESCRIPTION/PERSON SPECIFICATION

<b>Job Title: Procurement Officer</b>
<b>Post No: BTC 017</b>
<b>Team: Procurement and Administration Team</b>
<b>Responsible to: Head of Finance &amp; Deputy RFO</b>
<b>Number of direct reports: 0</b>
<b>Budgetary responsibility: None</b>
<b>Salary Range: (SCP 9-13) £25,119 - £26,873</b>
<b>Contract Type: Permanent</b>
<b>Hours (e.g., full or part time): Full time</b>
<b>Location: The Town Council Offices, The Old Court House, 4 Saffron Road, Biggleswade</b>
<b>Name:</b>

### Overall Purpose

1. Day to day purchasing for the whole Council and ensuring timely delivery of good value for money products/services.
2. To support the tendering process for the Council's large value project work.
3. Negotiate with all suppliers to ensure the Council receives good quality products/services.
4. To support all managers in ensuring their purchasing requirements are fully met, including receiving quotes.
5. To provide administrative support to the range of Council services.
6. Administrative support for range of Council Services, including allotments, car parking permits.

### Key Outcomes and accountabilities:

1. Completing purchase order request forms each time a Manager wants to purchase an item. Forwarding this to the Head of Finance for the approval process.
2. For approved purchase orders, progressing the buying of all goods and services for the Council, keeping appropriate Managers informed of expected delivery times and any issues.
3. Keeping delivery notes filed, ensuring they are signed off to confirm what has been delivered. Communicating with the Finance Team when they check invoices can be passed for payment, back to the delivery notes.
4. Ensure all supplier invoices are appropriately delivered to the Council's purchase ledger email box. Chasing delayed invoices at the request of the Head of Finance.
5. To source and manage stationery, and progress various goods and services for the Town Council offices processing purchase order requests for these.
6. To support the formal tendering process for project work and posting invites for submissions on national frameworks. Ensuring regulations met. Support the Head of Governance with this process.
7. To take card payments for services including parking permits and allotment rent.
8. To review suppliers to ensure value for money when buying equipment, supplies and stationery, and when advertising.



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9. Monthly meeting with the Head of Finance to review all outstanding purchase orders and whether any can be deleted. Chase others with the manager who requested them.
10. Open general post at the Town Council offices where required and record. Give all finance and sensitive post to the Head of Finance.
11. Answering some external phone calls, emails, and dealing with customer enquiries, dealing sensitively and courteously with their enquiries. Back-up for monitoring the enquiries inbox.
12. To lead on the administration relating to our allotment site. To offer plots to new allotment holders, keep an up-to-date waiting list, visit the allotment site, and issue overgrown letters and notices to quit where necessary. Be the first point of contact for tenants.
13. To lead on administering Car Parking Permits. To approve applications through the website and to issue car parking permits. Report issues with ticket machines. Provide the Head of Finance with payment documents.
14. To take bookings for Council services and to issue fishing permits where necessary.
15. To manage the bookings of the Charity Market Stalls and keep records on liability insurance and hygiene certificates for market stall holders. Respond to market email enquiries and liaise with the Market Superintendent.
16. Some office support services to help management and councillors in accordance with operating procedures and to help develop continuous improvement.
17. To deal with some customer needs or complaints.
18. To complete and format information, using various IT techniques, preparing correspondence, reports and other documents for the Senior Management Team.
19. To be the duty Fire Warden, and appropriate checks to ensure compliance with all current regulations. Keeping spreadsheet records as confirmation of these.
20. To promote the principles of customer care, equality, quality management and good health and safety standards.
21. To undertake other adhoc tasks at the request of the Senior Management Team.



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ATTRIBUTES	ESSENTIAL/ DESIRABLE	REQUIREMENT	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	Essential	A good standard of education.	Application Form
<b>EXPERIENCE/ KNOWLEDGE</b>	Essential	Experience of working in a busy office environment, providing a wide range of clerical and administrative support with an emphasis on procurement.	Application Form and Interview
	Desirable	Experience of taking bookings for services.	Application Form and Interview
	Desirable	Experience in local government administration.	Application Form and Interview
	Desirable	Experience in promotion and exhibitions.	Application Form and Interview
	Desirable	In servicing formal meetings and taking minutes.	Application Form and Interview
	Essential	Experience of Microsoft Office packages.	Application Form and Interview
	Essential	Experience in posting information on websites and social media.	Application Form and Interview
	Essential	A knowledge of good customer care practice.	Application Form and Interview
	Desirable	Knowledge of working within a quality management system with a "right first time" ethos.	Application Form and Interview
	Essential	A strong working knowledge of modern office/reception procedures and ICT.	Application Form and Interview
<b>ABILITY/SKILLS</b>	Essential	Ability to be self-motivated, innovative and have a flexible approach to work.	Application form and Interview
	Essential	Ability to learn quickly in a fast-paced environment.	Application form and Interview
	Essential	Excellent communication skills and ability to deal tactfully and confidentially with sensitive situations.	Application Form and Interview
	Desirable	Familiar with local government services.	Application Form
<b>OTHER</b>	Essential	Commitment to improving efficiency and effectiveness.	Application form and Interview
	Essential	Commitment to customer care & equal opportunities in service delivery.	Interview