

City of Edinburgh Council job description

Post title	PROCUREMENT ASSISTANT
Directorate	CORPORATE SERVICES
Service	COMMERCIAL & PROCUREMENT SERVICES, FINANCE AND PROCUREMENT
Responsible To	SENIOR CATEGORY MANAGER
Number of post holders	2

Purpose of job

The post will provide Commercial & Procurement related support to ensure procurement delivery is achieved, initiating and organising specialist meetings to support priority project timelines, undertaking market research to support planning phase, monitoring action plans and managing quotes and/or tender activity on Public Contracts Scotland and other systems as required. More widely a flexible approach to working across all procurement areas as directed by managers

The what - major tasks and job activities

1. Lead sourcing of Goods, Services or Works which are deemed suitable by Senior Category Managers (SCMs) ensuring best value is achieved by researching the market and recommending suitable supplier base to invite to quote, support service area leads in preparation of key bid documentation and provide guidance on the application of procurement best practice.
2. Identify and manage risks and issues, supported by SCM.
3. Undertake the mobilisation process necessary to complete procurement projects and handover to service areas.
4. Ensure compliance with Council Contract Standing Orders, relevant legislation, process and procedures.
5. Completion of all necessary data fields in the Procurement Pipeline in line with software package guide and ensure data is sufficiently current for weekly dashboard reporting.
6. Supporting SCMs and their respective teams in tasks related to the Procurement process and their assigned projects e.g. tender preparation, meetings, stakeholder engagement sessions, recording of key decisions in line with regulatory requirements, consensus meeting records to meet legal standards, drafting regulated contract notifications and approval and/or handover process actions.
7. To carry out data collection relating to procurement activity, analysis of policy objectives and reporting as required.

8. Advise customer departments on procurement related matters within remit.
9. Any other appropriate duties associated with this role

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

- Educated to 'Higher' level, Diploma or SVQ level 4 in a business related subject or equivalent and/or able to demonstrate equivalent knowledge, skills and competencies gained through previous experience in procurement and/or customer service environment.
- The postholder must have the ability to work within a number of multi-disciplinary teams across the Council working to deliver specific projects.
- The postholder must have effective organisational and time management skills to meet deadlines
- The postholder must be a skilled user of IT software packages, in particular Excel and Word
- The postholder must be able to communicate and negotiate effectively at all levels both verbally and in writing and able to demonstrate an ability to analyse complex data and issues, assess their business impact, report, present and resolve these effectively in a variety of forums as necessary.
- The postholder must possess a sound understanding of both the political and local government framework together with corporate objectives to ensure that decisions taken are consistent with the strategic vision.
- The postholder must be able to work flexibly as part of a team.
- The postholder must be able to maintain confidentiality relating to commercially confidential matters.
- The postholder must demonstrate a creative and constructive approach to problem solving within the confines of regulations, guidelines, Council governance and policies. An ability to assist in the interpretation a range of complex information and to focus on key issues whilst applying procurement principles of transparency, equality and proportionality is essential. The postholder must demonstrate confidence in their own judgement whilst encouraging feedback and responding constructively to alternative ideas and proposals
- The post has a wide range of contacts, across all areas and levels of the Council, both internal and external relating to the effective management and organisation of the Procurement Function.
- The postholder will develop partnership relationships with other sections, departments and agencies to ensure effective strategic planning, advice

and customer service. Assist in the formulation and implementation of innovative procurement strategies based on comprehensive market research, and in line with Procurement Regulations and Council Policies/Council Standing Orders as directed. The post's environment is one of varying, and often conflicting, political and other vested interests. The large number of Managers, Elected Members and key Council employees using the services of the section require that there will be a high level of competing priorities and demands, which must be dealt with effectively and diplomatically.

- The post will make decisions in relation to progressing the projects/areas of work they are carrying out, and in line with the stipulated outcomes. The post must possess an understanding of both the political and local government framework together with corporate objectives to ensure that decisions taken are consistent with the stipulated outcomes of the project.
- The post will have an impact on the outcomes of the project/area of work, and the systems/organisational arrangements of Council.
- Decisions will comply with legislative and policy changes, and will review and implement any changes required during the course of the project to ensure an understanding of the impact this on decision making

Environment - work demands, physical demands, working conditions, work context

- The post will be expected to operate with a degree of autonomy and is likely to be subject to competing and conflicting demands which may occur. Planning is required to reduce the frequency of conflicting deadlines. Volumes of administration tasks and tight deadlines are significant.
- Physical activity limited to those found in an office environment/role.
- Use of DSE and other office equipment (mainly ICT) will be required.
- Sitting (or standing) at Display Screen Equipment (DSE).
- Normal working conditions. The post is office based. Though some out of office work, for example, at stakeholder engagement sessions may be required.
- Stakeholder relationship management and emotional resilience will be required however work activities and dealing with people will not be more than the normal required of a council employee.

Supervision and management of people

The post has no formal staff responsibility although they may work within project teams as required and to procure and manage external staff and

consultant resources, particularly in relation to delivering procurement effectively.

Along with team members, the post is responsible for building and maintaining an effective team environment, ensuring effective communications with all procurement staff, other sections and business areas both internally and externally.

Resources the job holder will be responsible for

The post will manage equipment, procurement digital tools and materials as required to ensure that the project/area of work is completed on time and to the defined objectives

Additional information - health and safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).