



Role Profile

CORPORATE PROCUREMENT ASSISTANT – PROCUREMENT SUPPORT

Reference No.	A4867	Type	Individual
Service	Finance and Corporate Services		
Job Family	Para-Professional 1	Grade	FC3

Purpose

To provide support to contract owners both in Corporate Procurement and areas that have devolved procuring authority on all aspects of regulated Procurement activity to ensure compliance and reporting is adhered to and accurate.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Undertaking of routine contract and supplier management and associated reporting to contract owner. This includes the requesting and collating of key contract documentation such as insurance documentation, technical certification.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Educated Qualified to SCQF level 5, which includes National 5 or SVQ level 2 or equivalent

✓

Ability to understand, interpret and apply the relevant procedures

✓

Good oral and written communication skills

✓

Ability to communicate effectively with people at all levels, both internal and external

✓

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For high volume contracts, collating of statistical information and reporting in relevant contract systems/records. This includes but is not limited to Contracts Register (including qualitative data), Community Benefits, Savings & Benefits.	<p>Ability to use own initiative</p> <p>Experience of preparing, processing and producing a variety of documents</p> <p>Experience of using current computer based applications</p>	✓ ✓	
Creating and publishing of high-volume contract notices on tendering portal and/or creation and issue of contract award/reject/variation letters.	<p>General office admin experience</p> <p>Experience of working within a public sector or highly regulated environment</p> <p>Organisational skills</p> <p>Accuracy and attention to detail</p>	✓ ✓ ✓	✓
General housekeeping audits including working with contract owners to ensure all processes and task lists up to date and accurate.	<p>Team working skills</p> <p>Ability to provide a regular and effective service</p>	✓ ✓	
Support role for end-to-end P2P activity including process optimisation, including catalogue maintenance.	Knowledge and experience of P2P systems and processes		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.