

Post Specification

Date	August 2023	
Post Group Number	PG 6459	
Post Title	Procurement and Contract Assistant (Home to School Transport)	
Job Family	Organisational Support	
Job Family Role Profile	OS7	
Final Grade	Grade 7	

To be read in conjunction with the job family role profile

Service Area description	
SEND, Education & Inclusion	
Purpose of this post	
To assist the Home to School Transport Team in delivering an effective and efficient service.	
Key job specific accountabilities	
<ul style="list-style-type: none"> To assist the Transport Team Lead with the provision of effective advice, guidance, co-ordination and support regarding procurement and contract management activities. Assist in the administrative tasks surrounding the procurement of low risk and/or value procurement, as determined by manager. Assist in the administrative tasks surrounding the contract management of low risk and/or value procurement and contract management as determined by manager. Ensure data is accurately recorded, in a timely fashion, on Council systems, databases and spreadsheets, inputting and verifying information required. Extracting data when required, and assisting the team to analyse and interpret. 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> None
Staff Management Responsibilities	<ul style="list-style-type: none"> None
Other	<ul style="list-style-type: none"> None
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> Demonstrate knowledge and principles of tendering and contract management. Knowledge of Procurement Directives and legislation. Good general standard of education to NVQ level 2/3 in Business Administration, or equivalent experience or knowledge in the relevant work area. Good communication and presentation skills ICT competent 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> This post does not require a DBS check. 	

Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> • Exposure to people who may be upset or angry or verbally aggressive
Physical Demands	<ul style="list-style-type: none"> • Normal
Working Conditions	<ul style="list-style-type: none"> • Office environment • Ad hoc offsite, outside inspections (including bad weather conditions)
Other Factors	
	<ul style="list-style-type: none"> • Possible travel around Cumberland • Agile working applies