



ADUR & WORTHING COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Sustainability and Resources
Post Title	Procurement Assistant
Post Number	44557
Accountable to	Procurement Manager
Key leadership relationships	Internal: Appropriate Council officers and managers External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.
Work style	This role falls within the Blended Working Policy
Last updated	November 2024

Job Description - Principal purpose of job (role summary)

As Procurement Assistant you will support the Procurement & Contracts team in managing processes and contracts to deliver efficient and effective procurement services for Adur & Worthing Councils. You will support the delivery of procurement projects from inception to final delivery of goods, works or services for Adur & Worthing Councils and assist the team with general administrative duties. Industry recognised training may be provided for the right candidate. With demonstrable administrative experience, your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan
Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
Live how we work with each other and our customers: • We listen • We say what we think & do what we say • We are inclusive & kind • We are ambitious • We think & act beyond ourselves and our service • We are a team
Promote the service and Councils positively at all times

Role specific Duties and responsibilities

Under the general direction of the Senior Procurement Officer, support the implementation and delivery of the Councils' Sustainable Procurement Strategy to secure value for money for Adur & Worthing Councils and deliver better social and sustainable outcomes for our residents and communities.
Identify opportunities where savings and efficiencies can be made that will contribute substantially towards the cost of the team. Identify opportunities where added social and sustainable benefits can be made through our procurement process to deliver better outcomes for our residents and communities.
Assist and support the Procurement & Contracts team in the delivery of their projects.
Record performance management data on corporate contracts and Council expenditure. Undertake analysis of various data, market research, spend analysis, benchmarking, and market options

appraisal as required.
Support the development and implementation of corporate e-procurement solutions including e-tendering.
Maintain records of efficiency savings and other benefits realised by the Procurement & Contracts team and other good procurement across the Councils.
Assist in the Councils' transparency obligations including maintaining the Councils' Corporate Contracts Register.
To monitor compliance with the Councils' Sustainable Procurement Strategy and Contract Standing Orders.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

Meetings attended on a regular basis

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#).

Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

Participative	Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity More detail can be found in the Participation Skills & Competencies.
Adaptive	Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms) Anticipate new challenges & opportunities to be able to adapt to change around you
Resilient	Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other Prioritise the use of resources that helps us be financially and environmentally sustainable
Leadership	Be open to coaching approaches to support others in finding solutions to problems Role model the principles above to inspire others to demonstrate positive behaviours Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others

	Essential	Desirable
Qualifications	5 GCSEs including Maths and English or equivalent experience	Experience in local authority Procurement
Knowledge	Computer literacy Ability to create spreadsheets	Knowledge of Google Apps for Work (Gmail, Google Calendar, Google Docs, Sheets etc.)

	Good knowledge of using Microsoft Word and Excel Products Able to promote and develop use of new technology	Understanding of financial and procurement systems
Experience	Proven ability to use standard IT packages including Microsoft Office / Google Workspace.	Local Government procurement experience Previous practical experience in buying goods and services. Contract management experience. Contributing to successful project outcomes and engaging with all levels of an organisation.
Communication	Internal and External: Ability to engage with people at all levels Communicate effectively at all levels both verbally and in writing Willingness to work as part of a team and on own initiative	Robust and sensitive to public and political perceptions
Relationship Building	Build good relationships with Officers of the Council	
Analytical	Able to assimilate, analyse and evaluate large quantities of information quickly	Problem solving/conflict resolution skills Good negotiation and mediation skills
Planning/ Organising	Self-motivated and able to use own initiative	Able to prioritise multiple tasks and meet project deadlines
Other requirements	Valuing kindness and compassion in the workplace Acceptance of political restriction Able to travel within the Adur and Worthing Districts	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	