

Job Description

JOB TITLE:	Procurement Operations Administrator
LOCATION:	Tottenham Hale, London N17
SALARY:	£34,646 per annum plus opportunity to earn up to 5% performance related pay
REPORTING TO:	Head of Procurement

A MAIN OBJECTIVES

To work with the Head of Procurement and the Procurement Officer in implementing Newlon's procurement strategy and plans, ensuring an effective fit with the company objectives and compliance with all relevant legislation. The successful candidate will be responsible for day to day administration function of the department. The role holder will deputise for the Procurement Officer on all procurement matters in his/her absence, supporting stakeholders across the organisation involved in tender and contract processes.

B SPECIFIC TASKS AND RESPONSIBILITIES

Key Tasks and Responsibilities		Performance Standards and Outcomes
1.	General Administration	<ul style="list-style-type: none"> • Assist in the preparation and administration of tender and quotation processes. Determine/help determine best procurement route for a given requirement, considering options such as tendering, direct negotiation, frameworks, etc. • Upload and manage the procurement process using the Delta e-Sourcing portal • Ensure all the relevant procurement notices (FTS, Contracts Finder etc) are completed accordingly • Issue tender documentation and support clarification processes • Help prepare tender documents for various competitive processes, framework, below and above current UK thresholds • Support the use of appropriate procurement processes and tools in line with the type of service, value and business needs • Advise on most appropriate evaluation criteria for various competitive processes • Conduct commercial evaluation and chair moderation sessions. Evaluation to include quantitative benchmarking using Microsoft Excel. • Highlight commercially unviable bids for the Procurement Officer to assess • Prepare tender outcome letters for successful and unsuccessful tenderers • Help prepare contractual documents for formal execution of contracts • Support the business in planning and mobilising new contracts • Support the maintenance of the Contract Register/database • Ensure contracts, extensions, and key milestones are accurately recorded. • Schedule meetings, take minutes and track actions • Manage procurement inbox • Provide general administrative support to the Procurement team
2.	Compliance	<ul style="list-style-type: none"> • Support the monitoring of procurement compliance by assisting with audits of procurement activity against relevant policies and procedures • Assist with the preparation of spend analysis data to support procurement compliance • Maintain accurate records and support the preparation of procurement compliance reports in the agreed timeframe • Administer the process of new suppliers being set up on Newlon's financial system. Assist in providing information to internal and external auditors

		<ul style="list-style-type: none"> • Regular updating of the Newlon Contracts Register and associated administrative tasks such as ensuring files link appropriately and any gaps in records are highlighted. • Support the team in maintaining audit trails for all procurement exercises
3.	Stakeholder Management	<ul style="list-style-type: none"> • Support stakeholders in putting together tender documents and specifications • Work with internal and external stakeholders to provide regular updates in regards to ongoing projects. • Deputise on any Stakeholder engagement including scheduling meetings, training sessions and tender queries.
4.	Data and Reporting	<ul style="list-style-type: none"> • Maintain accurate procurement records and filling systems • Assist in the preparation of procurement reports and KPI data. • Support procurement activity against the agreed procurement pipeline and report on progress
5.	Processes and Procedures	<ul style="list-style-type: none"> • Ensure compliance with all relevant internal and external policies and procedures • Support in updating procurement templates in line with relevant UK procurement legislation including the Procurement Act 2023 • Help to draft new templates, where appropriate, to support procurement activity. • Raise any non-compliance issues related to processes and procedures with the relevant stakeholders and/or your line manager • Research framework agreements and Dynamic Purchasing Systems to monitor extensions, launches and new categories • Take ownership of the administrative procedures of the Procurement Team, ensuring all files comply with policy and Procurement Act 2023

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6.	Communications	<ul style="list-style-type: none"> • Ensure Newlon intranet section on procurement is kept up to date by updating content as necessary • Ensure Newlon external website relating to procurement is up to date, providing clear information to suppliers as to how they can do business with Newlon • Ensure internal and external stakeholder queries are responded to in a timely and professional manner • Encourage stakeholders to provide feedback on procurement with the view to ensure the function supports the business in the right way • Support the delivery of internal training on procurement by preparing presentation slides and other materials required as well as delivering parts of training or bespoke training to individuals • Setup meetings, both in person and virtual and book rooms.
7.	Contract Management	<ul style="list-style-type: none"> • Support the Procurement team with Contract Management responsibilities • Support supplier relationship management with key suppliers to manage risks and identify opportunities for further improvements and value for money • Facilitate the process of formalising existing contractual relationships and any relevant contract extensions, variations, etc. • Update contracts register and monitor for extension, renewal and expiry dates • Draft summary report for each and every tender • Following tender process, complete the Newlon procurement checklist before awarding contract.
8.	To participate in the Finance team activities	<ul style="list-style-type: none"> • Participate in active manner and constructive manner in team meetings and other events. • Ensure own behaviour reflects Newlon's brand and approach to diversity and equal opportunities.

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9.	To contribute to maintaining an effective work-place	<ul style="list-style-type: none"> • All aspects of corporate policies, such as Health and Safety, Diversity, Sustainability and Data Protection adhered to • Objectives of reliability, consistency, speed and awareness built into all activities • Well organised, methodical approach to work with an ability to prioritise and multi-task • Quick learner and exercise initiative and seek ways to improve service delivery • Newlon Way behaviours and service standards are built into all activities. • Collaboration across teams actively promoted at all times • Ensuring mandatory and annual training is undertaken. • Keeping up-to-date with any public sector procurement transformation • Attending procurement, supplier and sector conferences and exhibitions
No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.		