

Procurement Operations/Administrator

Person specification

We are looking for an organised and proactive individual with a basic understanding of procurement practices and awareness of the Procurement Act 2023. The successful candidate will support the delivery of sub-FTS (Find a Tender) procurement processes, working closely with the Procurement Officer and wider teams.

The individual will be expected to:

- Provide administrative support across procurement activities, including maintaining records, preparing documents, and updating procurement systems
- Assist with the coordination of procurement processes, ensuring timelines and documentation requirements are met
- Support the identification of opportunities for improved efficiency, value, and compliance within procurement processes
- Contribute to the consistent application of procurement procedures and good practice across the organisation
- Communicate effectively with internal teams and suppliers, providing clear and professional support
- Be fully proficient in Microsoft Excel and PowerPoint, with the ability to produce reports, track data, and prepare presentations

How will we check if you have it?

Experience	<ul style="list-style-type: none"> • Some experience supporting procurement activities for works, services, and supplies across a range of categories • Knowledge in preparing tender packs, including collating specifications, technical and commercial questionnaires, and supporting evaluation criteria and scoring documentation • Some experience supporting the evaluation of tender responses, particularly commercial questionnaires, and assisting with moderation meetings as required • Experience supporting mini-competitions and direct awards through framework agreements • Awareness of procurement processes under UK public procurement regulations and framework agreements, with experience providing administrative support to compliant procurement activity • Experience assisting with the preparation and review of single source justifications and waiver documentation • Experience supporting FTS (Find a Tender Service) compliant procurement processes, including document upload, record keeping, and process tracking • Good working knowledge of Excel, including basic formulas, data entry, and maintaining spreadsheets to support procurement processes and contract monitoring 	Application form, interview
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> • Working knowledge of the Procurement ACT 2023 • Familiarity with Public Procurement Policy notes, Guidance issued by Crown Commercial Services and post-Brexit Public Procurement Transformation • Familiarity of various relevant frameworks suitable for the housing sector • Carry out tasks independently (e.g. update spreadsheets) • Understand the basic principles and terminology of Procurement • Follow procedures correctly and know where to find guidance if needed • Can solve routine problems 	Application form, interview

Communication Skills	<ul style="list-style-type: none"> • Confident communicator able to communicate with stakeholders at all levels of organisation; able to adapt style to meet needs of different audiences • Communicates with impact and credibility • Communicates concisely and with clarity; is able to 'translate' profession-specific language into language which is easy to understand for stakeholders • Checks that the message has been heard and understood • Able to analyse information from different sources and present core ideas in a structured and concise way • Able to write and present reports • Able to draft various procurement notices compliantly • Able to communicate professionally with suppliers and other external stakeholders, exercising diplomacy and care when dealing with sensitive information • Willing to challenge existing practises internally 	Application form, interview
Collaborative working and Customer focus	<ul style="list-style-type: none"> • Works effectively and collaboratively with stakeholders across the organisation, • Understands team dynamics and acts accordingly • Promotes equality and diversity • Encourages feedback to improve personal performance • Proactively builds positive relationships with various stakeholder groups • Understands that procurement is a support function to the business and in line with this devises strategies which support customer needs, align with their priorities and shapes his/her work around these 	Application form, interview
Analytical skills	<ul style="list-style-type: none"> • Able to review and organise information from various sources and identify initiatives for improvements • Uses guidance, established procedures and good practice to support incremental improvements within the • Learns from day to day errors or feedback and applies this to avoid repeat issues and improve 	Application form, interview

Delivery focus	<ul style="list-style-type: none">• Generates own initiatives to improve processes• Works independently but asks for support and guidance where needed• Takes accountability for assigned projects• Plans workload effectively and prioritises in way that enables agreed deadlines to be met• Foresees potential problems/conflicts and takes action to address them• Seeks to implement processes and is not easily put off by obstacles• Raises any relevant issues with the line manager in a timely manner so that solutions to potential problems can be found early	Application form, interview
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