



## JOB DESCRIPTION

<b>Role</b>	<b>Procurement and Governance Assistant</b>
<b>Reports to</b>	<b>Procurement &amp; Contracting Manager</b>

### Job Purpose

To provide administrative and policy support to the Procurement and Contracting team, and support to the governance and legal team as required.

### Key Responsibilities

#### Day to day activities

- Provide administrative support to the Procurement and Contracting Team including,
  - organising meetings and
  - managing the procurement folders and content on the shared drive to ensure compliance with procurement and governance requirements
  - administer the document version control requirements on procurement and legal templates available to the organisation
- Administer the day-to-day e-tendering portal activities including
  - the Q&A process
  - low value quotes process on the e-tendering portal any live DPSs or Corporate Frameworks
  - document storage including ODNs, tender reports, waivers and contracts
  - migration to contracts register and ensuring they are all administered in a timely manner
- Administer the approvals and ODN and contract signature process and ensure all necessary approvals are completed in a timely manner
- Provide an administrative review support service to the team and officers to ensure readability and appropriate presentation of all tender documents before they are published.
- Administer the procurement pipeline by monthly liaising with each CPCA team so as to support resource planning and the gateway process
- Assist with organising supplier events and training as requested
- Provide support to the Governance Manager as and when required on matters relating to corporate governance, report review, member engagement, and member development.
- Provide support with sealing and execution of contracts
- Provide support to the legal team as required commensurate to the role.

#### Strategic Goals

- Research and draft (for the approval of the Procurement & Contracts Manager and the Monitoring Officer) procurement related policies for social value, sustainability, working with SMEs and any other requirements as needed to facilitate best practice



procurement and governance.

- Working with the Comms and web team, support the development of internet and intranet procurement and contracting pages and guidance documents based on the CPCA processes and then monitor and update as required by the Procurement and Contracting Manager or the Monitoring Officer
- Undertake other duties as may, from time to time, be allocated commensurate with the seniority and qualifications of the post.

## Person Specification

### Behaviours

- Excellent communicator
- Highly adaptable - to changing circumstances and demands
- Collaborative – works productively with peers, team and others
- Motivated – driven by personal and organisational achievement

### Qualifications and Knowledge

- Good level of education, literate in English, Maths and ICT
- Excellent understanding of office administration with the ability to understand the Combined Authority's agenda and workstream interdependencies
- An understanding of devolution and the remit of the Cambridgeshire and Peterborough Combined Authority
- Strong verbal and written communication skills with the addition of excellent IT skills, in particular MS Word, Excel and PowerPoint
- Self-motivated, can work under pressure and deliver results
- Attention to detail and high level of accuracy
- Effective organisational skills
- Strong diary management skills
- Qualification in business (ideally to degree level)
- Excellent research skills and understanding of policies and public sector requirements

### Experience

- Direct experience of working in an administrative role, ideally within a procurement and legal environment
- Experience of dealing with administrative tasks proactively and efficiently
- Experience of proactively managing the diaries of senior staff members
- Experience of working with a wide range of partners