

## Job Description: Procurement Assistant

### Job Description

Job Title:	Procurement Assistant										
Location:	Office Based – Hybrid Worker Status / Remote Worker										
Reports to:	Framework Manager										
Staff Responsibilities:	N/A										
Hours of work:	35 hours per week										
Salary Range:	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Bottom</td> <td style="text-align: right;">£24,078</td> </tr> <tr> <td>Lower</td> <td style="text-align: right;">£25,324</td> </tr> <tr> <td>Mid</td> <td style="text-align: right;">£26,568</td> </tr> <tr> <td>Upper</td> <td style="text-align: right;">£27,813</td> </tr> <tr> <td>Top</td> <td style="text-align: right;">£29,058</td> </tr> </table>	Bottom	£24,078	Lower	£25,324	Mid	£26,568	Upper	£27,813	Top	£29,058
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#### Summary of Position:

Reporting to the Framework Manager the role provides support to internal operational procurement staff and Members within the scope of Fusion21 procurement service offer.

The role focuses on the delivery of procurement services, predominately undertaking discrete tasks within the procurement process under guidance and direction from more senior colleagues.

The post holder is required to be able to operate under the guidance of more senior staff, and to support their needs across a range of procurement projects. The post holder will be required to proactively manage their workload to meet the requirements and timescales of the team.

The post holder is expected have a general understanding of public sector procurement to support their activity.

### Primary Responsibilities

People – Others and Management	Develop effective working relationships across the business to support with the completion of discrete tasks, activities, and elements of procurement activity.
Customers - Members (Current and Future)	Understand Fusion21's offer and service, providing a responsive and accessible service to our Members.
Customers - Suppliers	Develop and maintain positive working relationships with Suppliers to support our operational needs.
Operations - Procurement Compliance	<p>Ensure that activity is conducted in accordance with Policies and Standard Operating Procedures.</p> <p>Ensure that that internal IT systems, data and information are maintained and up to date.</p>
Operations - Quality of Service	<p>Achieve and maintain high levels of customer service such that Members are satisfied and have a positive experience.</p> <p>Deliver work and communicate with Members in line with agreed timescales.</p>


Operations - Quality of Work	<p>Complete tasks to expected quality standards.</p> <p>Provide adequate time and opportunity for others to review your work to ensure the interests of Fusion21 and its Members are met.</p>
Operations - Productivity	<p>Minimise non-productive time to ensure procurement services are delivered efficiently and effectively in accordance with the organisation's needs.</p>
Finance	<p>Provide and maintain accurate financial information.</p> <p>Ensure all expenditure is necessary, proportionate and in accordance with agreed budgets and delegated authority.</p>
Social Value in Procurement	<p>Hold an understanding of what social value is, how it can be achieved through public procurement.</p>
Products and Services	<p>Support with the procurement of frameworks across the organisation, assisting with the evaluation of tenders as requested.</p> <p>Provide feedback on issues arising to support with continuous improvement.</p>
General	<p>Maintain a level of knowledge appropriate to the status of the post in relation to the procurement services Fusion21 provides and the processes we follow.</p> <p>To be a committed team member and Fusion21 ambassador who actively supports team members and external stakeholders through the provision of skills, knowledge, and the use of flexible resources within the wider team and organisation.</p> <p>To always operate in a professional and safe manner in line with statutory duty and the policies and procedures of Fusion21.</p>

### Personal Specification

Post holders that do not meet the essential criteria will be given an appropriate period of time to meet the essential criteria. Fusion21 will support individuals in their learning and development to achieve this.

	Essential	Desirable
<b>Skills, Qualifications &amp; Training</b>	GCSE (or equivalent) English Language and Maths grade C or 4.	CIPS Level 4 Diploma in Procurement and Supply.  CDM Awareness.  Asbestos Awareness.
<b>Knowledge</b>		Awareness of the Public Contract Regulations, Policy, PPNs and Guidance.  Understanding of the built environment and the lifecycle of buildings.
<b>Experience</b>	Previous (and ideally employment related) demonstrable interest in the built environment.  Undertaking procurement tasks and/or activity for the provision of works and/or services.	Using electronic procurement portal(s) e.g., Delta e-Sourcing.  Using a CRM system.  Using online applications; DocuSign, Dun & Bradstreet, Constructionline, Companies House.
<b>Behaviours, Qualities and Attitude</b>	Enthusiastic and motivated with a positive approach to work.  Remains calm and focused under pressure.  Plans and manages own time effectively and fulfils work requirements and commitments to a high standard.  Clear-thinking person demonstrating attention to detail who is well organised and can operate independently under a broad direction.  Understands roles, responsibilities, and purpose within the team.  Understands own limitations, operating within areas of competence and seeks assistance when unsure.  Develop and maintain good relationships and gain confidence of others.  Behaves in an open, honest, and inclusive manner, upholding personal and organisational ethics and values.  Shows respect for the needs of others and promotes equality and diversity.	Uses feedback from appraisals and other sources to consider personal impact and change behaviour.  Good communication, using appropriate methods, across a range of people.  Adopts a collaborative approach and respects team decisions.  Acknowledges the importance of delivering to agreed time, costs and quality in a safe manner and delivers accordingly.  Listens to stakeholders and takes action to help.  Contributes ideas and suggestions for developing services.  Endeavours to work collaboratively.

**Prepared by**

Name:	Oliver Mooney	Signature:		Date:	1/04/2024
Title:	Head of Category				

**Note:** This job description is not exhaustive and is not a comprehensive list of all the tasks that may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. The post holder is also expected to carry out other duties which are broadly consistent with the role as identified above. This job description will be subject to periodic review, and it may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.