

UNISON
SYSTEMS MANAGEMENT SECTION
PROCUREMENT ASSISTANT

JOB DESCRIPTION

JOB TITLE:	Procurement Assistant
GRADE:	7
HOURS:	35 hours per week
LOCATION:	UNISON Centre
REPORTS TO:	Procurement Manager

OVERALL SUMMARY

UNISON is the UK's largest public service union, representing some 1.3 million people working in local government, the NHS, schools, police staff, utilities, the community and voluntary sector and for private companies providing public services.

Our in-house team of procurement professionals provides purchasing and contract negotiation services to the union, ensuring compliance with the union's Financial Standing Orders and procurement policies and procedures.

The Procurement Assistant's role is to assist the Procurement Manager in the development and maintenance of effective administration systems for the central procurement team. This will include the tasks set out below, however in addition, the post holder is expected to maintain a flexible attitude and be willing to assist with any reasonable task requested.

Key Tasks and Responsibilities

1. Day to day administration of purchase order system to include entering requisitions, issuing Purchase Orders, receipting and keeping the system up-to-date with accurate supplier and requisitioner information.
2. Acting as first point of contact for colleagues and branches across UNISON for procurement enquiries. Monitoring email inboxes and responding to telephone and email queries. Providing advice and assistance on procurement queries, referring specialist matters to the appropriate staff member.
3. Provide training and advice to staff and branches on procurement policy, systems and processes.
4. Maintain contract files, databases and filing systems, including inputting and updating information on the team's sharepoint sites (team site and outward facing site to staff).

Assist in the development, update and maintenance of information and systems to support branches. File and archive documents as required following the team retention schedule.

5. Source low value items, research potential suppliers, obtain quotations, carrying out due diligence on potential suppliers etc (using UNISON's standard vetting procedures), negotiate as required.
6. Carry out detailed pricing analysis, prepare statistical information and reports as required.
7. Financial administration, including receiving and coding invoices; raising requisitions; and tracking expenditure against budgets.
8. Assist with the maintenance of the e-procurement portal (in-Tend), ensuring information is up to date and accurate and produce reports from the system as required.
9. Draft correspondence and documentation including emails, letters, meeting agendas and minutes, procurement update emails and briefings, and other information as directed.
10. Make calls to suppliers and external contacts as required. Deal with cold calls and maintain potential supplier lists.
11. Book and arrange meetings and attend and take notes if required.
12. Use a purchasing card, including the admin record system (dcal), for the purchase of low value/low risk items, receive goods/ensure the appropriate region/department receives the goods within agreed budgets.
13. Provide support for the Procurement Manager as needed to ensure efficient delivery of procurement services.
14. Understand and work within UNISON's aims and values, objectives and priorities.

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PERSON SPECIFICATION

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age (up to 65). This Person Specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunity policy. It is given to all job applicants for information.

Assessment code: A – Application form PI – Panel interview

Heading	Selection criteria	Assessment
1. Thinking and Knowledge	<ul style="list-style-type: none"> • Experience in procurement and ability to use online purchasing and e-procurement systems. • Experience of pricing analysis and preparing statistical information. • Ability to carry out due diligence checks of current and potential suppliers of goods and services to UNISON. • Experience of setting up and maintaining contract files, databases, archives and filing systems with a high degree of accuracy. • Ability to carry out financial administration including monitoring budgets, assessing estimates, logging and processing invoices. 	<p style="text-align: center;">A PI</p> <p style="text-align: center;">A PI</p> <p style="text-align: center;">A PI</p> <p style="text-align: center;">A PI</p>
2. Interpersonal and Communication	<ul style="list-style-type: none"> • Working effectively as a member of a team, understanding the unit's objectives and work priorities. • Acting as a first point of contact for colleagues and branches with procurement enquiries, providing prompt and accurate advice and assistance, or referring the query to a more senior team member as appropriate. • Ability to communicate effectively both orally and in writing with staff, suppliers, regulatory bodies and members of Committees. 	<p style="text-align: center;">A PI</p> <p style="text-align: center;">A PI</p> <p style="text-align: center;">A PI</p> <p style="text-align: center;">A PI</p>

Heading	Selection criteria	Assessment
	<ul style="list-style-type: none"> Use of information and communications technology including all Microsoft Office applications, and database information. 	
3. Initiative and Independence	<ul style="list-style-type: none"> Ability to manage and prioritise work under pressure, particularly competing requests from numerous different sources. Effective diary management, with awareness of tender timetables, dates of Committees and deadlines for reports. Understanding of when a decision can be made by the postholder, and when it needs to be escalated. 	<p>A PI</p> <p>A PI</p> <p>A PI</p>
4. Staff Management	No management requirements	
5. Resource Management	<ul style="list-style-type: none"> Monitor purchases of routine and low-value items for use by staff, ensuring budgets are kept to. Purchasing items using a purchasing card, checking that the correct items are received and redirected promptly to the appropriate department or regional office. Booking and arranging meetings with internal and/or external attendees, taking notes or minutes if required 	<p>A PI</p> <p>A PI</p> <p>A PI</p>
6. Physical Skills <i>(with DDA modification where necessary)</i>	<ul style="list-style-type: none"> Keyboard skills 	<p>A PI</p>
7. General Knowledge	<ul style="list-style-type: none"> Knowledge of ICT packages including Microsoft Office. Knowledge of the requirements of people with disabilities. Commitment to and understanding of equal opportunities. Commitment to and understanding of UNISON's aims and values and the trade union movement. 	<p>A PI</p> <p>A PI</p> <p>A PI</p> <p>A PI</p> <p>A</p> <p>A</p>

