

## **Job Description**

### **Procurement and Electoral Services Advisor**

### **Band 5**

This role will be based within the Governance and Procurement Service (the Service) at West Suffolk House, Bury St Edmunds and will also be required to work at any other of the council's premises as required to meet the needs of the service.

At West Suffolk Council we positively encourage agile working, with work being an activity we do, not a place we go. Work styles are led by operational and organisational need and are jointly agreed between the manager and employee.

The nature of the work means that there will be times when the postholder may be required to work on site outside of normal office hours, including evenings and weekends.

#### **Purpose of the job**

As a key member of the Governance and Procurement Service, you will provide specialist advice and support to the Procurement and Elections functions.

- You will support the delivery of the Procurement function, providing advice to services to ensure that procurement is lawful whilst delivering value for money.
- You will work proactively with the Procurement Manager and Services across the Council including finance to identify upcoming procurement requirements.
- You will be responsible for updating, maintaining and publishing contracts and supporting services to maintain compliance.
- You will also contribute to the delivery of electoral services, administering electoral registration, elections and referenda and electoral reviews in support of the Business Partner (Elections).

#### **Key responsibilities and activities**

##### **Procurement**

- Provide advice to council services with the purchasing of goods, works and services ensuring that procurement is lawful and value for money, while aligning with the council's procurement policy and contact procedure rules.
- Advise services on the requirements of key procurement processes such as procurement thresholds, transparency requirements, exemptions/waivers, conflict of interests ensuring that services are maintaining clear audit trails and procurement documentation
- Update, maintain and publish council's contracts register in 'Suffolk Sourcing'; including uploading actual copy of contract, where possible.

- Use the contracts register and work with finance to identify upcoming procurement requirements, engaging with services proactively to understand their plans for procuring goods and services
- Publish copy of 'contracts register' in council's website on a quarterly basis.
- Liaise with lead officers/ contract managers to collect contract data in Suffolk Sourcing
- Publish different types of notices on Central Digital Platform / Find A Tender/ Suffolk Sourcing; as instructed by the Procurement Manager.
- Working with finance to collate data to publish council performance data as required by legislation
- Act as an expert of the Procurement Transparency requirements (notices and data publication) and provide help and guidance to Council's staff
- Act as a super user of 'Suffolk Sourcing' and provide help and guidance to Council's staff
- Support Council staff with uploading Quotations/ Tenders to Suffolk Sourcing Procurement Platform – where necessary
- Working with the Procurement Manager and services to embed social value and sustainability requirements in the council's procurement of goods, works and services
- Provide administrative support as required by the Procurement Manager

### **Electoral Services**

- Coordinate and action key deliverables at all elections and referendums, taking on Deputy Returning Officer responsibilities where appropriate and working with the elections team and support services to deliver in line with agreed objectives.
- Responsible for the accurate inputting and processing of electoral registration data and with the necessary checking of procedures for accuracy and completeness and administering timely responses to requests.
- Coordinate and action key workstreams activities within the annual canvass, suggesting options to improve its effectiveness, including reviewing and developing procedures.
- There may also be a need to carry out any other duties commensurate with the post and wider Governance and Procurement Service as directed by the Procurement Manager and Business Partner (Elections).