

Role Profile

Job Title:	Procurement & Contracts Assistant
Salary/Banding:	2
Role Holder:	
Department:	Finance
Location:	Dual basis (head office and home)
Reporting to:	Procurement Manager

Role Summary:

The main purpose of the role is to support the effective procurement and contracting activity of the organisation including the administration of our 'Contract for Services' programme (IR35 / IR56) and being 'superuser' across a number of IT systems.

Main Areas of Responsibility:

1. Support the delivery of effective procurement & contracting activity

Typical Activities:

- Support the delivery end to end procurement activities (e.g. RFQs, RFPs, ITTs, Negotiations) in liaison with the Procurement Manager and colleagues across the organisation
- Carry out low value procurement activities in line with processes and using agreed templates
- Undertake research activities including supplier due diligence, supplier long lists etc.
- Carry out spend analysis on a regular basis
- Support the delivery of agreed savings targets for the organisation
- Complete template contract variations / novation's etc. as directed by the Procurement Manager
- Carrying out initial contract term reviews in line with guidance highlight non-standard clauses to the Procurement Manager
- In conjunction with the Procurement Manager deliver the procurement strategy

2. Manage and administer the organisations 'Contract for Services' programme

Typical Activities:

- Support the Procurement Manager in the management and administration of the organisations subject matter expert for IR35 / IR56 and related topics
- Administer requests for relevant contracts including liaison with potential contractors including due diligence checks, HMRC compliance, SDS statements
- Administer CFS renewals as and when needed
- Be the day-to-day point of contact for our related 3rd party support agreements

3. Purchasing/Sales Activity

Typical Activities:

- Provide regular audits on the finance system for purchase order / sales invoice compliance, highlighting non-compliance, working with departments to improve this
- Process New Supplier / New Customer Set-Up Requests including due diligence checks
- Support the purchasing/sales processes, providing help and support operationally to colleagues
- Be the 'superuser' for any systems that are managed by the Procurement Team, such as travel management portal providing guidance to colleagues and process reports & invoices.

4. Procurement & Contracting Governance

Typical Activities:

- Create and maintain the Contract Register feeding into the Procurement Pipeline, ensuring these are up to date and being proactive with departments regarding renewing
- Manage the “Yellow Pages” and “Corporate Contract List” on the procurement intranet pages ensuring they are up to date and colleagues understand how and when to use them
- Maintain organised systems of digital and physical records in line with GDPR, updating the Data Asset Register and Data Processing Register accordingly
- Build effective relationships with key stakeholders through proactive engagement, collaborative working practices and a lean and flexible approach to work.

5. Keeping our sport, our members and our colleagues safe

All employees of British Gymnastics have responsibility to keep our sport, our members and our staff safe.

This includes upholding our safeguarding, data protection, health & safety, equality & diversity and risk management policies, promoting our rules and standards of conduct for members and reporting any suspected risks, breaches, misconduct or poor practice to their line manager, the Integrity Unit (concerns about members and clubs) or the HR team (concerns about British Gymnastics staff).

We operate as a matrix organisation: from time to time you may be called upon to work on key organisation developments as part of projects, programmes or cross working groups. Depending on the extent of this work these may be managed formally through the setting of objectives by your line manager.

Role Requirements:

1. Knowledge, Skills and Expertise

Essential: experience of providing support / admin support to complex projects and carrying out repeat activities with limited supervision

To be effective in the role the holder requires:

- A background in support and or administrative roles
- Good lateral thinking and problem-solving capabilities
- Experience working both independently and in a collaborative environment
- Excellent interpersonal skills
- Strong numeracy and analytical skills
- Time management, work load management and administration skills
- Excellent attention to detail
- Willingness to learn new skills and knowledge to deliver objectives (e.g., procurement qualifications)

The role holder will share and transfer basic knowledge to colleagues across the organisation.

2. People

This role does not require the holder to line manage staff, but it does require the holder to work cross functionally with colleagues and external stakeholders to delivery objectives. Training, advising and guiding colleagues with regards to CFS requests, New Supplier/Customer Set-Up requests etc.

3. Shaping Direction

The role holder will be required to manage their own workload and timescales, whilst supporting concurrent procurement and contracting projects. Workload planning will be both short and long term from a few months up to 3 years depending on the requirement.

The role holder will need to monitor projects, the contract registers and procurement pipeline, highlighting any concerns and risks to the Procurement Manager. They will also monitor spend analysis of the organisation to support project prioritisation and cost savings/efficiencies.

4. Developing Solutions

The role requires the holder to support the development of procurement and contracting solutions that meet the objectives of the organisation whilst minimising risk and maximising benefits. The role will develop improvements to processes in conjunction with the Procurement Manager e.g., templates, checklists, guidance notes etc.

5. Decision Making

This role requires the holder to make decisions in relation to their own work programme and make recommendations to their line manager and budget holders in relation to financial systems, processes and reports in order to improve efficiency, manage costs etc.

In the main, recommendations will be within a framework of reference e.g., contract legislation, account protocol etc. and in line with system capabilities. Supervision will be available, as required.

6. Communicating

The role holder must be a highly effective communicator to deliver objectives across internal and external stakeholders. Provide advice and supporting colleagues to understand processes such as New Supplier/Customer Set-Up Requests, CFS, contract management etc. The ability to adapt communication styles to the audience when supporting different colleagues and suppliers is key.