
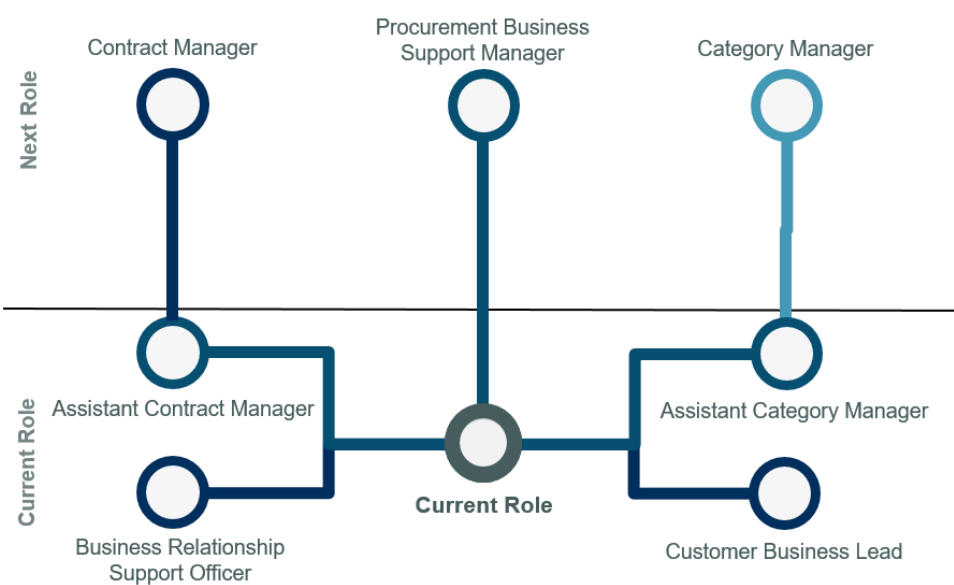


Role Title	Senior Procurement Administrator				 <b>FCDO Services</b>	
Job Family	Commercial and Procurement	Sub Category	Procurement	Grade		B3
Behaviours	• Making Effective Decisions • Managing a Quality Service • Commercial Awareness					
Purpose	Support the delivery of a procurement transactional service, service and performance data, governance and compliance.					
Key Accountabilities						
<div><div><ul style="list-style-type: none"><li>Respond to requests for information, performance and operational data. Produce Management Information on processing and organisational procurement performance for Procurement colleagues and other stakeholders across FCDO Services</li><li>Direct, task manage and coach Procurement Administrators to drive high performance</li><li>Carry out financial status, and other checks, on proposed and current suppliers; alert colleagues of any potential risks in supply</li><li>Responsible for accurate creation and maintenance of suppliers within Hera, collaborate with Finance to ensure accurate data recording</li></ul></div><div><ul style="list-style-type: none"><li>Complete GPC audits to ensure compliance against policy, including updating standard reports and data and taking action on non-compliance</li><li>Identify misuse of Government Procurement Cards, advise users on policy and escalate repeated occurrences of misuse to senior colleagues</li><li>Responsible for the preparation and publication of external transparency data; ensuring data integrity and compliance with Cabinet Office regulations and timeframes</li><li>Maintain knowledge of changes in procurement or business process, procurement best practice, compliance and governance</li></ul></div><div><ul style="list-style-type: none"><li>Identify and implement changes that improve working processes, maintain internal process documentation and communicate updates to the team and relevant stakeholders</li></ul></div></div>						
Authority and Scope		Internal and External Communications		Potential Next Career Moves		
<ul style="list-style-type: none"><li>Ensure accurate recording of monthly performance, operational and compliance information and data, and regular reports and data are issued to Senior Management and the Business within agreed time frames</li><li>Prioritise and schedule work volumes to ensure delivery within agreed timeframes</li><li>Take action to identify risks and resolve or escalate</li><li>Responsible for the performance and management of 4 Procurement Administrators</li><li>Authority to sign off Purchase Orders (POs) to value of £100,000. Escalate contracts that are deemed as higher risk or beyond authority.</li></ul>		<ul style="list-style-type: none"><li>Stakeholders across the organisation at all levels to provide support and guidance on procurement queries ensuring compliance with P2P policies and procedures</li><li>Suppliers, Finance, team members and stakeholders to provide advice and support</li><li>Engage with colleagues and representatives from other government departments and related organisations to enhance skills and develop knowledge of best practice</li><li>Identify and build collaborative relationships with colleagues in other business functions to support team working and procurement best practice, acting as the Procurement representative at stakeholder meetings</li><li>Network with Procurement colleagues and Stakeholders to understand business requirements and contribute to shared goals and objectives.</li></ul>				
Skills		Qualifications, Knowledge and Experience				
<ul style="list-style-type: none"><li>Stakeholder/supplier relationship management</li><li>Customer service</li><li>Administrative/secretariat</li><li>Planning and organising</li><li>Service reporting</li><li>Governance</li><li>Microsoft Office Suite</li></ul>		<div>Essential<ul style="list-style-type: none"><li>Experience of purchasing/procurement in public or private sector</li><li>Effective communicating and influencing skills</li><li>Strong organisational skills, with ability to prioritise work</li><li>Experience focusing on detailed work demonstrating a high attention to detail</li><li>Knowledge of P2P processes and policy</li></ul></div>		<div>Desirable<ul style="list-style-type: none"><li>Experience of managing team resources, line management, prioritising resources and service delivery activities</li><li>Level 2/3 Certificate in Procurement and Supply Operations or equivalent relevant professional qualification</li><li>Knowledge of Central Government of systems, standards and processes</li><li>Familiarity with PRISM/ORACLE or similar management information system</li></ul></div>		