



JOB DESCRIPTION	
Role	Procurement Support Officer
Reports to	Head of Procurement and Contracting
Direct Reports	None
Directorate	Legal and Governance
Department	Procurement and contracting
Pay Grade (Pay Award 25/26 Pending)	Grade 7
Job Purpose	
<p>The Procurement Support officer will provide high-quality administrative, coordination and systems support to the Procurement & Contracting Team.</p> <p>The role supports the Contract Manager and Procurement Officers, ensuring the smooth, compliant, and timely delivery of procurement processes, low-value procurements, contract administration, governance documentation and transparency obligations.</p> <p>This role is a key enabler for the effective running of the Procurement & Contracting function, supporting:</p> <ul style="list-style-type: none">• procurement planning and low-value procurement activity,• tender administration,• contract register maintenance,• e-tendering and publication requirements,• reporting, data analysis and compliance tasks,• contract performance administration,• Maintenance of procurement templates and internal resources. <p>The post offers excellent development opportunities for individuals seeking a career in public procurement or contract management.</p>	
Key Responsibilities	
Procurement Process Support	
<ul style="list-style-type: none">• Assist with preparation of procurement documentation, including ITTs, evaluation templates, clarification logs and award reports.• Support the administration of tender activities by setting up projects on the e-tendering portal, uploading documents, coordinating clarification questions, issuing notifications, and maintaining audit trails.• Support Procurement Officers with low-value procurement activity, ensuring compliance with Contract Procedure Rules.• Prepare and publish required notices, including low-value award notices, on the Central Digital Platform and any other mandated systems.• Coordinate evaluation logistics, arrange panel sessions, collate scoring information, and assist during moderation meetings.	



Contract Register & Record Keeping

- Update and maintain the Contract Register in line with transparency requirements.
- Log and update waivers, extensions, variations, and supporting approvals.
- Ensure all procurement and contract documentation is archived accurately and in line with governance and audit expectations.
- Monitor contract end dates and support reporting on renewals and pipeline activity.

Stakeholder Engagement & Coordination

- Support communication with internal stakeholders to gather information required for procurement processes, approvals, and contract management.
- Manage shared inboxes, respond to routine procurement queries, and escalate more complex matters to the Contract Manager or Procurement Officers.
- Support supplier engagement and market-sounding activities, including event organisation, attendance lists, and follow-up actions.

Compliance, Governance & Transparency

- Ensure procurement files contain complete, accurate, audit-ready documentation.
- Support the preparation of governance papers including award recommendations, exemptions, variations, and risk assessments.
- Assist with FOI responses, audit requests, and governance committee queries relating to procurement or contracting.
- Ensure compliance with the Procurement Act, NPPS, Contract Procedure Rules, financial regulations, and internal governance standards.

Contract Management Support

- Support the Contract Manager in collecting, verifying, and recording supplier performance data, KPIs and monitoring returns.
- Assist with the administration and documentation of contract variations, extensions, change controls and amendments.
- Help schedule and organise contract review meetings, prepare agendas, take notes, and ensure actions are followed up.

Reporting, Data Analysis & Continuous Improvement

- Maintain logs and trackers for procurement activities, savings reporting, workload planning and pipeline visibility.
- Support basic data analysis, including identifying spend trends, monitoring KPI results, reviewing contract expiry patterns and highlighting issues requiring review.
- Assist with dashboards and reports for management and directorate reporting cycles.



- Maintain and update procurement templates, forms, guidance documents and house-style materials, ensuring accuracy, consistency and correct version control.
- Support quality assurance by checking templates and documentation for alignment with legislation and internal governance requirements.
- Contribute to the development of training materials, guidance notes and presentations to support organisational awareness of procurement processes and systems.
- Assist in coordinating and supporting the delivery of procurement training sessions, including preparing materials and managing attendance logistics.
- Contribute to lessons-learned exercises and suggest improvements to streamline processes and reduce administrative burden.

PERSON SPECIFICATION

Qualifications & Knowledge

- GCSEs (or equivalent) in English and Maths (E)
- Willingness to undertake relevant procurement training (e.g., CIPS Level 3/4) (E)
- CIPS Level 3 or higher (D)
- Highly organised with excellent time management and prioritisation skills (E)
- Strong attention to detail and accuracy in documentation (E)
- Good written and verbal communication skills (E)
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) (E)
- Willingness to learn procurement principles, processes, and regulations (E)

Experience

- Experience in administrative, coordination, or support roles within a structured, process-driven or public sector environment (E)
- Experience supporting procurement or contract management tasks (D)
- Experience using e-tendering, digital procurement tools, or contract management systems (D)

Behaviours

- Professional, customer-focused and proactive approach (E)
- Ability to work collaboratively within a small team supporting multiple officers (E)
- Discreet and reliable when handling sensitive or commercial information (E)
- Commitment to continuous improvement and public service values (E)

Other

- The postholder must work to strict statutory and regulatory deadlines where delays could impact procurement compliance or organisational delivery.
- Strong prioritisation skills.
- The postholder is expected to undertake continuing professional development related to procurement, contracting and governance to maintain up-to-date knowledge of legislation and best practice..