



HOUSE OF COMMONS

JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Purchasing Administrator
Campaign Type:	Internal
Payband:	C
Pay range:	£25,654 - £29,771 per annum (<i>Appointment will normally be made at the minimum of the pay range</i>)
Team:	In-House Services
Section:	Catering
Reports to:	Purchasing Manager
Number of posts:	1
Hours:	Full Time
Contract type/ duration:	Permanent
Issue date:	10 October 2018
Closing date:	25 October 2018 at 23:55

The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

Team information

In-House Services manages the day-to-day care of the Estate and ensures the needs of those who work and visit the Estate are met efficiently and seamlessly.

Catering Services aim to deliver the best quality service with an enthusiastic and professional team for the benefit of all our customers. We are responsible for the efficient operation of the House of Commons catering facilities within the agreed financial framework.

Job introduction

The Purchasing Administrator is a key member of the purchasing and stores team within Catering Services; responsible for providing and managing a range of support and administrative tasks for the whole department, operational staff, senior managers, contract managers, and departmental colleagues, offering advice and assistance when required.

They oversee the purchases of a range of non-perishable goods including, for example, light equipment, tableware, and uniforms whilst ensuring that all products are procured through compliant nominated routes in line with departmental codes of practice and Finance and Procurement rules.

The Purchasing Administrator is responsible for tailoring work methods and prioritising work to best suit the needs of the business in a largely unsupervised role; ability to problem solve, deal with queries, and work independently with keen awareness of the criticality of daily operational activities and the relevance of strict timescales to ensure continuity of daily goods deliveries.

Key stakeholder relationships

House of Commons Catering Services

- Purchasing and Stores Manager
- Head Storekeeper
- Contract Managers
- Purchasing and Stores Supervisors and Porters
- Director of Catering Services
- In-House Services catering team
 - Senior Chefs
 - Kitchen Brigade
 - Senior Operations Manager
 - Catering Managers

Procurement and Commercial Services

Accounts Payable

Food and Beverage Control

House of Lords Catering & Retail Services

OSCC - CEVA Logistics (third party delivery consolidation operation)

Nominated Suppliers

General Suppliers

Trade Associations

Management responsibility

None.

Location

This post will be located on the Parliamentary Estate, Westminster, London.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not usually eligible for vetting (but we assess each case individually).

Hours

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour.

The exact daily times of attendance will be agreed with line management. As this post holder will be dealing with supplier queries and any late order requests, there is a requirement

to be available between the hours of 14:00 and 17:00. Aside from this, there will be opportunities for flexible hours and home working.

For further information:

Candidates should refer to the House of Commons careers website www.careers-houseofcommons.org or contact Recruitment@parliament.uk or 020 7219 6011.

Application and selection process

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

Key responsibilities

- Gather quotes and approve and process purchase orders for a wide range of non-perishable goods including uniforms, light equipment, cutlery, and tableware etc. in line with the procurement and finance rules of the House.
- Receive and check deliveries of these goods ensuring that the correct goods/quantities have been delivered and that there are no missing or damaged goods. Approve and process invoices for payment and investigate and rectify payment/delivery/credit queries or disputes.
- Sense check product, quantity, and value information on Food purchase orders and rectify before approving and processing ready for submission to suppliers.
- Provide advice to business stakeholders and deal with general enquiries or requests for information from internal and external sources (i.e. suppliers) to assist with the daily operational running of the department.
- Assist with new contract mobilisation and old contract expiration/termination processes. Communicate with new and existing suppliers, OSCC, internal departments and end users; oversee administration for supplier transitions and range/decant plans and communicate with the relevant teams.
- Validate and process supplier quotes. Investigate any anomalies or exceptional price changes with suppliers and escalate to contract managers if necessary.
- Undertake investigative work, collating, interpreting, and presenting market insight and benchmark data; explore options and summarise feedback for contract managers and the wider business in a concise and informed way. Assist contract managers with new product sourcing and product range development activities.
- Help to compile and publish factual reports in support of contract management activities such as statistical analyses, commodity purchases and sales figures, price comparisons, market insight, and supplier performance data.

- Manage contract and departmental records (including annual leave and time keeping records for example) and archive materials and correspondence in accordance with Parliamentary Records Management protocols.
- Assist with the facilitation of supplier presentations/demonstrations; schedule diaries, room and equipment bookings, and coordinate supplier access. Take notes at supplier and team meetings and distribute minutes to attendees.
- Offer advice to budget holders to assist in the making of well informed choices based on value for money, product life analysis and suitability in order to avoid unnecessary wastage, extravagance, or ordering errors.
- Manage or allocate any other administrative duties as necessary in support of the business commensurate with the pay-band.

Maintenance, health, safety & hygiene

- Takes all relevant steps to minimise risks in their work area. Ensures all real and potential hazards and any equipment breakdowns are reported immediately.
- Observes all health, safety and hygiene procedures (including those applying to VDU users) and conforms to House regulations relating to security matters. Ensures they are conversant with, and conforms to, the provisions of the Department's Food Safety Policy

Qualifications:

There are no mandatory qualifications for this role.

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST/ EXERCISE	INTERVIEW
CRITERIA 1 Demonstrates a broad knowledge and understanding of catering suppliers and service providers and an understanding of the work of catering operational teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 Demonstrates an understanding of supplier selection processes and effective supplier management and have proven administration experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 Proven organisational and time management skills with the ability to prioritise work to meet strict deadlines in an often high pressured environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 Proven experience of working effectively as part of a small team, demonstrating a positive and flexible attitude, and problem solving without supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 Must have good oral and written communication skills and the ability to use MS office applications	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>