

# Job Profile

## Contract Compliance & Procurement Officer

Grade: 6

Date created: May 2025

**About the Job:** To procure compliant contracted transport using the Council's e-procurement systems and ensuring Government procurement policies and procedures are adhered to. Processing variation requests in relation to operational transport routes. Preparation of all contractual transport documentation, and the ongoing management of such documentation. Ensure prescribed databases, SharePoint, paper files and webpages are maintained and updated in a timely manner.

To assist with the management of transport related services provided to the Council by the approved transport operators. This includes, without limitation, the viewing of CCTV and recording observational findings, recording and issuing of compliances to approved transport providers, and providing additional support to the Transport Engineers with offsite transport inspections at schools, day centres, colleagues and other destinations where procured transport has been arranged. Carrying out verification checks on potential crew members eligibility to work on the Council's procured transport contracts.

Advising internal service areas from within the Council on the categories of contracted transport that can be procured, including timescale durations with regards to transport procurement and contractual operational periods.

### This is what we need you to do...

- a) Liaise with officers from across the Council and stakeholders to ensure compliant, efficient transport procurement is carried efficiently.
- b) Undertake analysis of operational transport routes
- c) Preparation and presentation of statistical data relating to the Council's contracted transport contracts.

### Supervisory responsibility

- None

### Supervision received

- The post holder will be managed by the transport Contract Compliance & Procurement Manager.

### **Principal contacts:**

- d) Process transport recharges on a monthly basis throughout the calendar year and complete end of financial year reconciliation.
- e) Assist with training & development of team colleagues and officers across the Council as and when required (in person or via the Council's e-communication)
- f) To ensure expired transport contractual documentation is processed in accordance with the Council's document retention policy.
- g) To respond and process incoming enquiries: via telephone, email and face to face. Providing a high standard of customer service in accordance with corporate standards and agreed guidelines.
- h) Support and participate in approved operator forums.
- i) To provide miscellaneous administration support as and when required.

- Senior management from within the Integrated Transport Unit and across the directorate.
- The Council's Legal Department
- The Council's Commercial Team
- The Council's Audit Governance
- Service Areas from across the Council
- External educational settings, Day Centres and other establishments as and when required.
- Approved Transport providers

### **Knowledge, Skills and Abilities/Competencies Essential:**

- Be computer literate
- Excellent communication skills: written & spoken
- Be able to work in a pressurised environment
- Be enthusiastic, self-motivated and be able to prioritise workload to meet deadlines and targets
- Have a flexible approach to working and providing administrative support as required.

## **Qualifications**

### **Essential:**

- Educated to GCSE level in Mathematics and English to Grade 5 or above

<p>This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.</p>
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### **Monitoring and ongoing development of outcomes**

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.