JOB DESCRIPTION

JOB TITLE:	Purchasing Assistant	**JE NUMBER:**
DIRECTORATE:	Housing	**BAND:4**
RESPONSIBLE TO:	Purchasing Officer	
RESPONSIBLE FOR:	Self/General duty of care to colleagues	
MAIN PURPOSE OF POST:	To provide routine purchasing and stock-control support within the Stores function, ensuring materials, equipment and workwear are ordered, receipted and recorded accurately. The postholder will maintain stock levels, process goods receipts, update systems and support waste documentation processes, contributing to the smooth running of the Purchasing and Stores service	

DUTIES AND RESPONSIBILITIES:
Duties and responsibilities must be undertaken to comply with Council policies/procedures.

Where the post holder is deemed to be competent through qualification or experience, he/she will be expected to be flexible and undertake a wide variety of tasks. These will vary from time to time dependent upon the nature and content of the scheme/s undertaken by Operational Services Division. The tasks listed below are a sample from the range of duties required, they are not exhaustive.

1.	Arrange the replenishment of building materials by raising purchase orders and booking stock into the system.
2.	Take ownership of the physical stock profile, ensuring sufficient levels are maintained to meet service needs.
3.	Update the online stock profile accurately, amending discrepancies as they arise.
4.	Respond to changing service demands, including seasonal variations, supplier shortages and price changes.
5.	Order Personal Protective Equipment (PPE) and workwear for Council staff
6.	Carry out checks and complete the goods receipting process to ensure materials have been delivered correctly.
7.	Process goods receipts promptly to enable timely payment of invoices by Accounts Payable.
8.	Maintain accurate records of deliveries, discrepancies and supplier issues.
9.	Assist with stock checks throughout the year, ensuring accurate audit trails.
10.	Administer records relating to the disposal of waste generated from maintenance works, ensuring compliance with procedures

11.	Support colleagues within the Purchasing and Stores team as required.
12.	Carry out any other duties appropriate to the grade of the post

GENERAL – To be aware of and implement the following:
Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.
Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.
Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.
Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.
Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.
Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

SPECIAL FEATURES OF POST:				
Political Restriction	YES		NO	X
Vetting Checks e.g. Disclosure and Barring Service (DBS)	YES		NO	X
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES		NO	X
You may be required to carry out those duties at your present workplace or at another council venue.	YES	X	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job

description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Purchasing Assistant	**JE NUMBER:**	
DIRECTORATE:	Housing	**DATE:**	

KNOWLEDGE / SKILLS / ABILITIES -		**Assessment Method** Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Ability to work independently and as part of a team, following established procedures.	Application Form/Interview
•	Ability to communicate sensitively and effectively with colleagues, suppliers and internal teams.	Application Form/Interview
•	Ability to work under pressure, manage routine tasks and meet deadlines.	Application Form
•	Strong attention to detail, with the ability to record information accurately and legibly.	Application Form/Interview
•	Understanding of confidentiality requirements when handling stock, supplier or financial information.	Application Form/Interview
•	Ability to present information clearly and concisely.	Application Form/Interview
•	Knowledge of computerised systems, including data entry and basic stock or purchasing processes.	Application Form/Interview
•	Good organisational skills and ability to prioritise workload.	
Desirable		
•	Ability to read and analyse data accurately, such as stock reports or delivery notes	Application Form/Interview
EXPERIENCE		
Essential		
•	Experience using computers with strong keyboard skills.	Interview

•	Experience using databases, spreadsheets, word processing and other software applications	Interview
Desirable		
•	Previous experience in a stores, warehouse or stock-control environment.	Application Form/Interview
•	Commercial awareness, including understanding of suppliers, pricing or stock usage patterns	Application Form/Interview
QUALIFICATIONS		
Essential		
•	GCSE Grade 4 (C) or above in Maths and English, or equivalent	Qualification/ Certificates
Desirable		
•	Relevant NVQ or equivalent qualification in Business Administration, Warehousing or similar	Qualification/ Certificates
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture **Level: 1**	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value. For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic,	Interview

	sustainable growth.	
Changing and Improving **Level: 1**	People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways. For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.	Interview
Making Effective Decisions **Level: 1**	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care. For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.	Interview
Leading & Communicating **Level: 1**	At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm. It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	Interview
Collaborating and Partnering **Level: 1**	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview

Developing self and others **Level: 1**	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	Interview
Delivering Value for Money **Level: 1**	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	Interview
Managing a Quality Service **Level: 1**	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services	Interview
Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture	Interview

Level: 1	where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly	