

Job Title	Admin Support Officer
Team	Procurement, Contracts and Programme Controls
Reporting To	Assistant Director – Procurement, Contracts and Programme Controls

About your role

To provide a comprehensive and efficient operational support service to the Procurement, Contracts and Programme Controls team within South Yorkshire Mayoral Combined Authority, enabling it to operate effectively in the context of a highly pressurised working environment.

Why is your role important or how does it add value?

- To support the operation of the Procurement, Contracts and Programme Controls function and activities.
- Provide a proactive administration and operational support service to the team.

What are the tasks or work areas you are responsible for?

- First point of contact for the team, dealing with telephone, email and face to face enquiries, through provision of advice, guidance and information as appropriate.
- Provide high-quality administrative support to the team including
 - Production of meeting minutes
 - Diary management
 - Preparing documents
 - Tracking of actions and milestones
- Develop effective administrative systems and processes that seek to improve existing arrangement, ensuring that information is accurate and stored in line with Data Protection and GDPR policies and procedures
- Establish and maintain appropriate office systems, ensuring that information is accurate and stored with regards to the confidential nature of the post
- Liaise, negotiate and collaborate with internal and external stakeholders including politicians, government departments and senior executives.
- Proactively build and maintain working relationships with key partners and delivery teams.
- Where appropriate, to take ownership of specific issues within the Procurement, Contracts and Programme Controls, co-ordinating and monitoring milestones through to resolution.
- To maintain an awareness of and monitor developments in relation to live issues and key policies in relation to the service to enable workloads to be prioritised.
- Undertake any other duties commensurate with the role as requested by management

About You

What kind of **behaviours** are important?

Ambition	Does not give in easily, prepared to stick at things to get something finished - persistent
	A consistent and persistent focus on what matters most for delivery
Innovative	Urgency in identifying problems and finding imaginative ways to solve them – avoiding added bureaucracy or unnecessary work
	Willing to be challenged by colleagues – and to bring constructive challenge and support
Integrity	Organised and structured in how they work, demonstrating good personal time management
	Able to balance conflicting demands on their time, prioritises their workload well
Collaborative	Open minded to the ideas, contribution, or comments from colleagues, does not dismiss what others have to say
	Willingly adapts their style to suit different situations
Flexible	Moves quickly to get things done, invests additional effort if needed to meet a deadline or a goal
	Open minded and receptive to new ideas and suggestions, acknowledges the benefit of change even if they have personal concerns
Impact	Understands the purpose of the organisation, knows the vision and the strategic intention of the organisation
	Sees opportunities to make processes or how they work better, speaks up and shares their ideas

What **qualifications** or wider knowledge do you need?

	E/D	A/I
GCSE (Grade C or above) in English and Mathematics or equivalent	E	A
Proficient in Microsoft Office	E	I
Knowledge of IT solutions and their use in a business environment.	E	A/I

What previous **experience** is needed?

	E/D	A/I
Previous experience of working in an administrative role.	E	A/I
Previous experience of working with highly confidential, sensitive, and contentious information.	E	I
Experience of utilising Microsoft products e.g. Word, PowerPoint, and Excel to produce professional documentation.	E	I
Experience of establishing business systems, processes, and procedures to increase efficiency.	E	A/I
Experience of managing a heavy and challenging workload.	E	I

What **skills** should you have?

	E/D	A/I
Ability to communicate clearly and concisely to deal with difficult and sensitive situations in an appropriate manner.	E	A/I
High standard of oral and written presentation skills.	E	I

High professional standards with the ability to work on own initiative and perform duties with a high degree of tact and diplomacy.	E	I
Ability to work methodically, managing a varied and challenging workload	E	I
Good organisation and time management skills with the ability to work under pressure, prioritising workloads, and work under own initiative to ensure deadlines are met.	E	I
Ability to adopt an effective approach to problem-solving, adapting to changes in circumstances or information.	E	I

Key:

E = Essential / D = Desirable

A = Application form / I = Interview