



Job: **BTIS Partner Contracts and Procurement Administrator**

Salary: **£20,274 to £25,324**

Reports to: **BTIS Partner Contracts and Procurement Manager**

Location: **Primary Location Oldbury or Remote Working**

Job Purpose?

The BTIS Partner Contracts and Procurement Administrator works within the Partnership Management function of the BTIS team, reporting to the Partner Contracts and Procurement Manager, and is responsible for the delivery of procurement, commercial and financial administration activities within the BTIS team. IT contracts can range from commodity products and services to highly complex outsourcing relationships with multiple partners, contracts and contract schedules. It is essential that standards are followed, and policy and processes observed to provide effective customer service and meet requirements through an ITIL framework. This role will administer BTIS contractual and procurement requests accurately and in a timely manner, and progress them to a conclusion which meets customer expectations. The role will also have responsibility for partner invoice processing, and will assist with maintaining and updating the contract management system to ensure that business demands are managed and progressed.

Main Duties and Responsibilities

Partner Contract Administration

- Administration of partner contracts, and day to day development of commercial and financial relationship with each supplier
- Track partner contractual records and documentation, including renewals
- Maintain and update technology contract information in the group contract management database, as required

Procurement and Financial Administration

- Administration of commercial and financial arrangements with BTIS partners
- Checking and processing of BTIS partner invoices, challenging costs as required, and approving invoices for payment
- Raising of purchase orders for applicable BTIS partner contract spend
- Administration of all internal BTIS cost chargebacks, where appropriate, including checking and coding of consolidated billing
- Review statements of account with major suppliers, and deal with payment or credit issues to resolution
- Undertake analysis of, and proactively suggest improvements to, processes, procedures, workflow and organisational structures for BTIS procurement
- Analyse supplier invoice spend and chargeable items to identify opportunities for potential cost savings

- Maintain compliance with Shaw Trust Procurement policy

Primary Working Relationships & Arrangements

- The role of Contracts and Procurement Administrator works closely with the BTIS team, and other Shaw Trust departments such as Procurement and Finance
- Develops an effective and workable ITIL framework for managing and improving contract and procurement support across the BTIS team
- Building and developing relationships with all group BTIS suppliers to provide an exceptional service to our customers.
- Building and developing strong relationships with internal teams to ensure the continuous improvement of processes underpinning the BTIS contracts and procurement function

Customer Experience & Improvement

- Interact with internal and external customers at all levels of the organisation.
- Interact with external suppliers to improve efficiencies and services.
- Ensure that customers receive timely updates on IT procurement requests.
- Keep confidential all client and company proprietary information.
- Develop strategies for continual improvement.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.

6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must always meet the requirements of the Data Protection Act.
7. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
8. To report to line manager, or other appropriate people, in the event of awareness of bad practice.
9. Recycle and manage energy within your environment.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Person Specification

Job Title: BTIS Partner Contract and Procurement Administrator

(E = Essential D = Desirable)

<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Confident with MS Office/collaboration packages, in particular Excel (E) • Broad knowledge of IT discipline-specific technology issues (E) • CIPS, IACCM, or equivalent qualification (or working towards) (D) • Experience using ERP platforms (D)
<p>Experience, Knowledge and Skills</p> <ul style="list-style-type: none"> • Experience of supporting a portfolio of suppliers within an IT, or similar function (E) • Experience in the administration of multiple supplier contract records and supporting key governance processes for IT supplier management (D) • Understanding of contract life cycles, in particular technology or IT service agreements (D) • Awareness of financial budgetary requirements – including monitoring, forecasting and escalation of possible shortfalls or overspends (D) • Excellent organisational skills with the ability to organise and plan own work to deliver objectives on time (E) • Self-starter with clear and confident communications skills (E) • Knowledge of procurement and partner management practices and certifications (e.g.CIPS). (D) • Knowledge of IT concepts and systems. (D) • Ability to analyse supplier invoices and chargeable items to identify trends

and opportunities to reduce cost/spend (E)

- Customer focussed in a commercial environment with accountability for results (E)
- Embraces change and drives continuous improvement (E)
- Demonstrated capability for problem solving, decision making, sound judgement and assertiveness (E)

Safeguarding

- Displays an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults.(E)
- The role requires a Disclosure and Barring Service check at a Basic level. (E)