

## Transport Contracts Assistant Grade 5

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

## About the Service

The Connected and Sustainable County service aims to develop a sustainable and commercially viable public transport system that enables people to access services and activities at a convenient time and place. Empowering people to live independently, improving individual and community outcomes and driving economic prosperity through improved communications.

Connected and Sustainable County provide the following services:

- Supporting and improving the county's economic prosperity through safe and convenient connection of people to jobs, services and education within Staffordshire and beyond.
- Promotion of independence and individual responsibility
- Supporting Staffordshire's green strategies
- Supporting Staffordshire's health and well-being strategies
- Transport planning and policy, including the Local Transport Plan;
- Transport assessment and models;
- Passenger Transport planning, procurement, and management including Education and Social Services Transport Services;
- Support for Regional Transport and Planning Policy;
- Support for local planning initiatives, including Local Development frameworks, Local Enterprise Partnership and Green Travel
- Supports compliant and value for money disbursement of DfT and Public monies

## Reporting Relationships

**Responsible to: Senior Transport Coordinator (Contracts)**

## Key Accountabilities:

1. Assist the Transport Contracts Officer with all call-off tenders for Home to School Transport and Local Bus Services, by checking tender requests and analysing the tender returns. Utilising the Council's e-tendering software and contract management system, to ensure that statutory transport obligations are delivered.
2. Assist with the management of new applications to the Dynamic Purchasing System (DPS) from prospective transport contractors by checking

all the relevant documentation to ensure full compliance with the Council's pre-qualification standards.

- 3.** Provide impartial advice to contractors/perspective contractors on pre-qualification and procurement requirements to maximise and maintain compliance.
- 4.** Publish contract for all transport procurement activity, utilising e-procurement software and government publication portals (e.g. Contracts Finder) as required by statutory and Council regulations.
- 5.** Establish, develop and maintain close internal and external partnerships with the Staffordshire Procurement/Commercial team SEN, Mainstream and Local Bus planning officers, and contractors to ensure the day-to-day management of all transport contracts maintain compliance with all procurement requirements; support effective contract management; and maintain best value through the life of contracts.
- 6.** Assist with the management of the procurement forward planning for all local bus and school area reviews, in partnership with the SEN, Mainstream and Local Bus Planning officers. Working with other officers to identify the type of school review and procurement timetables to ensure the timely delivery of statutory transport obligations.
- 7.** Support the continuous improvement of transport procurement by providing constructive feedback and challenge on tender specifications to assist SEN, Mainstream and Local Bus Planning officers in the delivery of best value and "right first time" procurement
- 8.** Support the ongoing reporting and monitoring of Key Performance Indicators, that relate to transport procurement by collecting and analysing data, utilising contract management and e-tendering software and reporting in line with Team Delivery Plans.
- 9.** Provide technical support to Transport Planning officers to deliver transformation in operational processes by reviewing procurement exercises with the Transport Contracts Officer and identifying areas where improvements can be made to ensure procurement best practice is embedded throughout with a focus on "right first time" procurement.
- 10.** Assist with the effective monitoring of all transport contractors by analysing current contracts to ensure ongoing compliance with legal and licensing requirements.

This post is designated as a casual car user.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.




The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>Educated to level two standard in both English and Maths e.g. GCSE grades 4-9 or grade C and above.</li> <li>Advanced Certificate in Procurement and Supply Operations or relevant experience</li> </ul>	A A/I
	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Awareness in managing procurement and tendering processes under a DPS / Framework or similar</li> <li>Knowledge of Public Service Vehicle (PSV), Hackney Carriage (Taxi) and Private Hire licensing.</li> <li>Knowledge of procurement regulations.</li> <li>Demonstrable knowledge of equality, accessibility and health and safety regulations.</li> <li>Experience of working with multiple stakeholders to deliver common policy goals.</li> <li>Experienced in using IT with the ability to work with all elements of Microsoft Office and other bespoke contract management and procurement software</li> </ul>	A/I  A/I  A/I A/I A/I  A/I
	<b>Skills</b> <ul style="list-style-type: none"> <li>Demonstratable numeracy and statistical skills.</li> <li>Effective literacy and communication skills, both written and oral</li> <li>Organisational skills with the ability to manage own workload, with minimal supervision.</li> </ul>	A/I/T A/I/T  A/I

	<ul style="list-style-type: none"> <li>• Effective interpersonal skills. Confident in working with a range of people, and in presenting information to different audiences.</li> <li>• Ability to work effectively to deadlines, under pressure, whilst maintaining an excellent standard of work</li> <li>• Attention to detail.</li> <li>• Be a team player who is willing to support others and cover additional areas of work, as and when necessary.</li> </ul>	A/I  A/I/T  A/I/T  A/I
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300