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## Job Description

**Job title:** Procurement and Utilities Administrator

**Main purpose of the job:**

1. To have responsibility for all utilities for the network of HARP properties, set up and administer contracts with external providers and work within the utilities budget.
2. To support HARP staff in their procurement needs, to be responsible for sourcing, purchasing and organising delivery of items required.
3. Work with the Finance team and maintain central online filing system of expenditure relating to utilities.

**Department:** Finance and HR Directorate

**Scale:** NJC Points 17-22

**Salary:** See HARP website for salary

**Hours:** Part Time - 25 hours per week

**Term:** Permanent

**Position reports to:** Director of Finance & HR

**Main Responsibilities**

- Set up utility contracts (Gas, water, electricity, TV licences etc) for any new HARP properties
- Assist the Property Department in sourcing new and competitive providers for any new requirements from Services or Development Projects
- Monitor existing contracts, obtain meter readings, check and authorise bills for payment. Set up and monitor direct debit payments with help of Finance team.
- Look after HARP fleet of vehicles making sure they are insured, taxed, MOT, serviced etc and checking staff eligibility to drive. Administration of HARP fuel cards.
- Monitor office contracts for contract cleaners, other office equipment as required in conjunction with IT department.
- Order staff uniforms and stationery as required.
- Purchase of equipment needed by staff as required, making sure costs are within budget and best prices obtained.
- Ensure HARP's Procurement Policy is followed, as set out within the Finance Policy.

**Delivery**

- Maintain good records and files.

- Working 4-5 hours per day each day of the week to ensure a consistent presence.
- There is scope for part of this role to be done working from home but a presence in central office will be required to work in conjunction with Office Admin and HR staff member and Property Manager

### **Monitoring and Evaluation**

- Ensure that costs are kept within budget.

### **Stakeholder Management**

- Develop and maintain good professional working relationships with all agencies working in partnership with HARP that are associated with this role..

### **GDPR & Data Protection**

- Ensure all HARP data associated with this role is kept according to HARP's GDPR and Data Protection policies in line with national legislation.

### **Confidentiality**

- Treat personal, private or sensitive information about individuals, organisations and/or clients or staff with confidentiality.

### **Budget**

- Ensure all expenditure incurred in association with this role is within HARP budgets and costs are incurred in line with authorisation limits.

## Person Specification

### Qualifications

1. Educated to GCSC standard with five or more grade C and above including English and Maths (or equivalent) - **Essential**
2. Good numeracy and English skills. **Essential**

### Relevant experience

3. Working within a multi-property environment **Desirable**
4. Experience negotiating and administering contracts **Essential**
5. Experience of working autonomously. **Essential**

### Aptitude, Skills and Abilities

6. Organised with attention to detail **Essential**
7. The self-motivation and confidence to work alone, but also ability to work co-operatively and flexibly as part of a team. **Essential**
8. IT skills at a level to effectively use email, internet and database systems. Intermediate Excel level minimum. **Essential**
9. Demonstrable purchasing skills, ability to obtain good value for money **Essential**

### Personal Attributes

10. Flexibility in working, ability to multi-task and work within deadlines **Essential**
11. Willingness to undertake any further training that may be seen as necessary. **Essential**