

## **A Day in the Life.....**

### **Business Support Officer (Contracts Team)**

This is a business support role within the Streetscene hub supporting the Highways Contracts Team. It is based at Flint Street in Fartown.

The duties are varied but mainly based around supporting the Principal Engineers & Highways Officers with the preparation of tender documents, contracts administration documents and using Yortender to advertise and monitor tender opportunities available to potential contractors.

The role also supports the ranking and evaluating of tenders and you will create and maintain various spreadsheets, recording responses and enquiries in preparation for the Contracts team to consider and instruct you to create contract award letters and orders.

Once awarded, you will continuously monitor and maintain a large number of Highways Contracts using electronic files, spreadsheets and Outlook mailboxes, updating teams/depots with progress and any issues that arise.

Raising purchase orders and processing invoices for payment on SAP once contracts have been awarded and works have been agreed.

You would in addition assist with Admin functions within the wider Business Support Team and the Parks Teams; recording event bookings on their calendar and sending out confirmations on approval by the Parks Manager. You will also ensure that the payment for events is made on time and that items such as Bonds, Insurance and Risk Assessments are received before the event occurs.