

## Job Description

<b>Department:</b>	Procurement
<b>Division/Section:</b>	Corporate Services Directorate
<b>Job Title:</b>	Buyer
<b>Post No:</b>	
<b>Grade:</b>	
<b>Reports to:</b>	Senior Category Manager
<b>Organisation Chart:</b>  <b>Show immediate manager and any jobs reporting to this post.</b>	<pre> graph TD     HOP[Head of Procurement] --&gt; SCM1[Senior Category Manager]     HOP --&gt; SCM2[Senior Category Manager]     HOP --&gt; POM[Procurement Operations Manager]     SCM1 --&gt; CM1[Category Manager]     SCM1 --&gt; CM2[Category Manager]     SCM1 --&gt; CM3[Category Manager, ICT]     SCM1 --&gt; CM4[Category Manager, VACANT]     SCM2 --&gt; CM5[Category Manager, VACANT]     POM --&gt; B1[Buyer]     POM --&gt; B2[Buyer]     POM --&gt; PA[Procurement Analyst]     POM --&gt; TP[Temporary Position]         </pre>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Line Management responsibility for:</b>	<b>No. of direct reports: N/A</b>  <b>No. of indirect reports: N/A</b>
<b>Size of budget:</b>	N/A
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• Provide procurement sourcing support and management for sub-EU threshold and tactical procurements for a range of goods and services.</li> <li>• To support the management of key elements of the P2P process such as the verification and on-boarding of supplies to the Council's payments system.</li> <li>• To manage and maintain the Council's e-sourcing system, update and amend records for the contracts register and provide reports to comply with the Council's Data Transparency responsibilities</li> <li>• To manage Governance process and associated data on exemptions and</li> </ul>

	<ul style="list-style-type: none"> <li>contract awards</li> <li>To utilise marginal gains six sigma techniques to constantly review and improve processes and procedures both for the team and those interacting with the Procurement Service</li> </ul>
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### Main Duties and Responsibilities:

	<ul style="list-style-type: none"> <li>Deliver compliant sub EU threshold procurements in accordance with the Council's Contract Rules</li> <li>Assist Senior Category Managers and Category Managers in delivering above EU Threshold procurements in compliance with Public Contract Regulations 2015</li> <li>Assisting any stakeholder training in procurement process, Governance and Legislation</li> <li>Delivery of new supplier verification and on-boarding, reactivation of existing suppliers and processing change of details.</li> <li>Delivering fraud prevention checks via Credit Safe software and also via direct contact with suppliers including escalation and recording of incidents of invoice, email and other fraud attempts.</li> <li>Delivery of support to the Council's Governance process, coordinating Senior Management sign off on contracts, maintenance of tracking logs and reporting statistics via a dashboard.</li> <li>Management of the Council's Contract Register, applying updates, exporting contract register updates and posting award notices to contract finder</li> <li>Co-ordinating all incoming requests for procurement services including budget approval checks, procurement allocation and update and maintenance the work plan tracking log for the Procurement Team.</li> </ul>		
<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To carry out all responsibilities with regard to the Council's Procurement Strategy and Contract Rules and Procedures.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>		
<b>Flexibility Clause:</b>	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.		
<b>Variation Clause:</b>	This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.		
<b>DATE:</b>	12 <sup>th</sup> Nov 2022	<b>COMPLETED BY:</b>	George Wallace

Version: 1	Date Issued: February 2017	Review Date: February 2019
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