

Job Description

Department:	Procurement				
Division/Section:	Corporate Services Directorate				
Job Title:	Buyer				
Post No:					
Grade:					
Reports to:	Senior Category Manager				
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD RMC[Richard McCarthy Head of Commercial & Procurement Services] --> ST[Scott Titman Team Leader AP and Agresso Hub] RMC --> LAG[Lesley-Ann George Senior Category Manager Place] RMC --> HK[Helga Kendall Senior Category Manager Corporate] RMC --> JTH[Jan Thistleton Senior Category Manager People] LAG --> ZY[Ziblim Yakubu Andani Category Manager] LAG --> GB[Georgia Webb Buyer] LAG --> VM[Vacant Buyer] HK --> SR[Simon Rees Category Manager ICT] HK --> GW[Georgia Webb Buyer] JTH --> CM[Christian Menendez Category Manager] JTH --> AJ[Agnieszka Jaroszevska Buyer] ST --> LD[Lynne Fear Payments Officer] ST --> LT[Leigh Tyres Payments Officer] ST --> LM[Louise Tait Agresso Processing Hub Officer] ST --> HM[Helen Mills Agresso Processing Hub Officer] CM --> CM2[Christian Menendez Category Manager] CM2 --> AJ </pre>				
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>				
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
Line Management	No. of direct reports: N/A				

responsibility for:	No. of indirect reports: N/A
Size of budget:	N/A
Job Purpose:	<ul style="list-style-type: none"> • Provide procurement sourcing support and management for sub-EU threshold and tactical procurements for a range of goods and services. • 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. • 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 • To manage Governance process and associated data on exemptions and contract awards • 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

Main Duties and Responsibilities:

<ul style="list-style-type: none">• Deliver compliant sub EU threshold procurements in accordance with the Council's Contract Rules• Assist Senior Category Managers and Category Managers in delivering above EU Threshold procurements in compliance with Public Contract Regulations 2015• Assisting any stakeholder training in procurement process, Governance and Legislation• Delivery of new supplier verification and on-boarding, reactivation of existing suppliers and processing change of details.• 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.• 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.• Management of the Council's Contract Register, applying updates, exporting contract register updates and posting award notices to contract finder• 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.	
Generic Responsibilities:	<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 & 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>
Flexibility Clause:	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.
Variation Clause:	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.

DATE: 12th Nov 2022 **COMPLETED BY:** George Wallace

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

JOB TITLE: Buyer

POST NO:

GRADE:

DEPARTMENT: Procurement

HOURS

DIVISION: Corporate Services

DIRECTOR: Cecillie Booth

DATE: 12 Nov 2022

COMPLETED BY: George Wallace

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> A strong understanding of the procure to pay process A/I Knowledge of Public Sector Rules and procurement processes. A/I 	<ul style="list-style-type: none"> Knowledge and use of Power BI A/I
SKILLS & ABILITIES	<ul style="list-style-type: none"> A strong understanding of the procure to pay process AI Working knowledge of MRP/ERP systems AI The ability to manage conflicting workloads to meet deadlines AI Commercially Orientated AI Exceptional analytical, problem solving and numerical skills. Ability to absorb complex, fragmented information and devise solutions or analysis AI Able to use a number of Business reporting tools AI Ability to produce a range of MI Data from a variety of sources AI Highly team-orientated, and focused on driving results. AI Innovative approach to problem solving. AI Excellent communicator both written and verbal AI Understand the principals of good client relationships AI Ability to respond constructively in challenging Stakeholders at all levels AI Ability to de-escalate conflict AI Highly organised with a strong attention to detail. AI Ability to benchmark from a range of data sources AI 	

	<ul style="list-style-type: none"> Ability to source innovative solutions to enhance business results and deliver value for money. AI 	
EXPERIENCE	<ul style="list-style-type: none"> A minimum of 3 year tactical (operational) buying experience AI Experience of working with MRP/ERP systems AI Experience in Analysis and Interpretation of data and data system AI 	
QUALIFICATIONS	<ul style="list-style-type: none"> To be a member of CIPS and working towards professional qualification (Part Qualified), or minimum of 3 year tactical (operational) buying experience. AI 	Intentionally Blank
PERSONAL CIRCUMSTANCES	Intentionally Blank	Intentionally Blank
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. AI	Intentionally Blank
CUSTOMER CARE	Knowledge and understanding of effective customer care AI	Intentionally Blank

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*