

## Kent County Council

### Job Description: *Buyer*

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<b>Directorate:</b>	<b>Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Core Commercial – Corporate Team</b>
<b>Grade:</b>	<b>KSD</b>
<b>Responsible to:</b>	<b>Sourcing Support Team Manager</b>

#### **Purpose of the Job:**

To monitor and process requisitions, rejecting those that do not meet the requirements of Spending the Council's Money, whilst adhering to the council's statutory publishing requirements. Undertake the new supplier set up process, ensuring appropriate checks are executed as required. Support the administration and processing of low value procurement activity, whilst supporting the Senior Buyer and Sourcing Support Team Manager in processing and developing category strategies for common goods and services. To provide ad hoc project and administrative support to the wider Commercial and Procurement division as required.

#### **Main duties and responsibilities:**

- Process "correct" requisitions to Purchase Orders through the appropriate commitment authority, ensuring publication requirements are adhered to.
- Support the monitoring of the Oracle requisition pool and review each requisition, against set Category standards, and execute sound commercial judgement – determine and take actions depending on the shortcoming, working with requesters to make sure they understand what is required of them and practice aligns with Spending the Council's Money.
- Undertake change requests, add to requests, and other queries relating to both Purchase Order maintenance, resolution, and closure.
- Undertake the new supplier set up process, ensuring relevant checks and due diligence processes are executed.
- Support both the Senior Buyer and Sourcing Support Team Manager in the development and implementation of category strategies for common goods and services, using a creative and investigative approach.
- Provide support in the undertaking and administration of low value procurement activity, as well as wider project support to the strategic and tactical aims of the Commercial and Procurement division as a whole.
- Contribute to the analysis of spend and purchase order data so spending arrangements are under regular review and best value for the council is continually attained.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council  
 Person Specification: *Buyer*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>Qualifications</b>	<p>A levels or equivalent in a relevant discipline</p> <p>Level 4 CIPS or willing to work towards.</p>
<b>Experience</b>	<p>Experience of information systems applications</p> <p>Experience of reviewing and analysing data</p> <p>Working in a team providing information for and working with colleagues</p>
<b>Skills and Abilities</b>	<p>Able to quickly learn the relevant Oracle transactions and processes</p> <p>Ability to work accurately and quickly</p> <p>Ability to communicate sensitively and effectively with staff at all levels within the user base, both in written and spoken communication</p> <p>Ability to work on one's own initiative, and seek line management support where appropriate.</p> <p>Able to work to business deadlines</p> <p>Adaptable and resourceful</p> <p>Good team player</p> <p>Good interpersonal and communication skills</p>
<b>Knowledge</b>	<p>Understanding the basics of requisitioning, ordering and invoicing processes</p>

<b>Kent Values and Cultural Attributes</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li><li>• We are <b>curious</b> to innovate and improve</li><li>• We are <b>compassionate</b>, understanding and respectful to all</li><li>• We are <b>strong together</b> by sharing knowledge</li><li>• We are all <b>responsible</b> for the difference we make</li></ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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