

## Kent County Council

### Job Description: *Senior Purchasing Officer*

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<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Operational Support Unit</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>Community Care Purchasing Manager</b>

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

Provide day to day support for the Purchasing Teams across the Purchasing directorate. To work closely with the Purchasing Managers and Support the Purchasing Teams in an advisory and supervisory role when needed. To support across all purchasing directorates with statistical, logistical, technological and human resource requirements when appropriate or as requested by the Managers.

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

1. Support the CCP Manager by supervising and overseeing operations of the CCP Team on a day to day basis in the absence of the CCP Manager. Provide support, development and motivation for the Purchasing teams.
2. Work directly with the Purchasing managers and Access to Resources manager to provide logistical and technical support as and where required. Championing the continued technical development and support where possible of in-house operational systems and new processes.
3. Build and maintain good working relationships with the wider Purchasing Teams and act as a first point of call for operational staff for technical issues and digital development as part of the Data champion Role.
4. Liaise with Purchasing managers to conducted planned and structured internal audits. Ensure compliance and continuity of practice and communicate areas of good practice and those in need of further development.
5. Lead on tasks under the direction of the CCP Manager that can be centralised to streamline the overall Purchasing Directorate. Develop and maintain process to support multiple purchasing teams that take a unified and lean approach to core business process and procedures.
6. Create new and maintain existing partnerships with providers, operational staff, the projects and improvements team, commissioning, finance and all partnership teams, to broaden the scope of the senior role to promote best practice and information exchange and to maximize potential opportunities. Participate and contribute in meetings and multidisciplinary meetings where appropriate.
7. Represent the CCP Manager where needed as the hiring manager through the electronic system. Assisting in the full recruitment and selection process where applicable in a fair and impartial way in line with the legal and operational responsibilities.

8. Prepare and present reports in a timely manner and as required, develop and improve systems where necessary in order to ensure efficient operating processes.
9. Lead by example and foster the core values of KCC in my daily role and throughout my practice.
10. Support the CCP Manager and Access to Resources manager in any and all tasks.
11. Support senior managers when responding to emergency planning issues and ensuring there are business continuity arrangements in place at all times.

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

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### Person Specification: *Senior Purchasing Officer*

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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>	<ul style="list-style-type: none"> <li>• Level 4 qualification or related professional qualification or relevant experience</li> <li>• Kent Manager (or working towards)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Supervisory experience</li> <li>• Experience of multi-agency/partnership working</li> <li>• Experience of collating and analysing data</li> <li>• Experience of negotiating with Providers and contract monitoring practices</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with clients, carers, colleagues and partner agencies through written and verbal communications</li> <li>• Understanding of, and ability to evaluate the level of risks to clients and prioritise client referrals accordingly</li> <li>• IT skills and effective use of Microsoft Office programs</li> <li>• Ability to build and develop effective working relationships across a wide range of internal and external partners</li> <li>• Ability to prioritise, forward plan and work effectively on own initiative.</li> <li>• Ability to lead and motivate a team</li> <li>• Supervision, mediation and negotiation skills</li> <li>• Excellent personal resilience to respond to challenges</li> <li>• Ability to contribute to and lead a range of service related projects</li> <li>• Demonstrate understanding and application of proactively influencing and challenging service providers</li> <li>• Demonstrate ability to explore alternative services to meet eligible needs and a positive approach towards meeting outcomes and promoting independence</li> <li>• Ability to reflect on and critically analyse own performance in an effective way</li> <li>• Ability to take responsibility for own and others health and safety</li> <li>• Ability and commitment to support the Directorate's Equality and Diversity Policy Statement which is an integral part of the Directorate's service delivery</li> <li>• Understanding and application of KCC's performance monitoring requirements</li> <li>• Ability to work flexibly and reacting in an emergency for business continuity, including cover for bank holidays, weekends and evenings.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of Purchasing protocols.</li> <li>• Understanding of the needs of clients, carers and their families.</li> <li>• Working knowledge and understanding of financial procedures appropriate to the job.</li> <li>• Allocation of management of resources and finances</li> <li>• Understanding and proactive participation with partner agencies in</li> </ul>

	<p>an integrated way</p> <ul style="list-style-type: none"> <li>• An understanding of key policies, legislation and statutory guidance, and eligibility criteria relating to provision of support to the client group, including the Care Act.</li> <li>• Working knowledge of legislation relating to Equal Opportunities and awareness of KCC equality and diversity policies, procedures and legislation</li> <li>• Knowledge and understanding of Safeguarding, Mental Capacity Act/DoLS and understanding of Court of Protection policies and processes and their relevance to Purchasing</li> <li>• Compliance with information governance, data protection, record retention and confidentiality issues</li> <li>• Good understanding and participation in integrated working with partner agencies</li> </ul>
<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>