

Kent County Council

Job Description: *Buyer*

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

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 Sourcing and Procurement Officer 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 Sourcing and Procurement Officer 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 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: *Buyer*

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.

	CRITERIA
Qualifications	A levels or equivalent in a relevant discipline Level 4 CIPS or willing to work towards.
Experience	Experience of information systems applications Experience of reviewing and analysing data Working in a team providing information for and working with colleagues
Skills and Abilities	Able to quickly learn the relevant Oracle transactions and processes Ability to work accurately and quickly Ability to communicate sensitively and effectively with staff at all levels within the user base, both in written and spoken communication Ability to work on one's own initiative, and seek line management support where appropriate. Able to work to business deadlines Adaptable and resourceful Good team player Good interpersonal and communication skills
Knowledge	Understanding the basics of requisitioning, ordering and invoicing processes
Kent Values and Cultural Attributes	Kent Values: • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all

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| | <ul style="list-style-type: none">• We are strong together by sharing knowledge• We are all responsible for the difference we make |
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Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making