

## Kent County Council

Job Description: *Buyer*

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**Directorate:** Strategic and Corporate Services

**Unit/Section:** Strategic Commissioning - Commissioning Support

**Grade:** KR6

**Responsible to:** Commercial Lead

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

Indirect procurement is defined as the commonly bought for goods and services by internal stakeholders (business units or functions) to enable the day to day running of the business rather than for an external customer or client.

Provide procurement sourcing support and management for low value tactical spend areas of indirect goods and services.

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

- Preparation of RFQ, RFP tender documents in conjunction with key stakeholders for low value tactical spend categories, although from time to time you may be required to support other projects outside of these categories according to the business needs
- Support management of call off requests from Frameworks, Dynamic Purchasing arrangements and on-line catalogues as required
- Ensure procurement activity is conducted in accordance with changes in legislation and case law and KCC operates as a centre of excellence
- Awareness of procurement process, policies, and procedures
- Understanding of, and willingness to learn how to use negotiation skills
- Analyse procurement spend and supply base to establish suppliers per procurement category and sub category area
- Understand supply markets to identify potential suppliers and market trends
- Support Senior Buyers/Commercial Officers with supplier review information for meetings, attend as and when required
- Identify need for, create, maintain and support to Senior Buyers on on-line catalogues
- Support and Develop How to Buy guides for the business to access goods/services effectively

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*

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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>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Educated to NVQ4 level and/or equivalent experience</li> <li>• Started working towards MCIPS accreditation and/or willingness to work towards full MCIPS.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Knowledge and practical experience of KCC, Spending the Council's Money, public sector procurement regulations and EU procurement directives.</li> <li>• Hands-on, full cycle, procurement experience including: <ul style="list-style-type: none"> <li>• Use of market knowledge to inform the procurement</li> <li>• Supporting clients to produce effective requirements</li> <li>• Executing RFQ, RFP tendering processes</li> <li>• Handling supplier negotiations</li> <li>• Advising the client on appropriate contract management processes</li> </ul> </li> <li>• Strategic mind-set and problem-solving skills</li> <li>• Knowledge of indirect category areas</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Appropriate procurement skills covering Procurement Process Management, Market Knowledge, Negotiation, Procurement Regulations, Supplier Relationship Management, Procurement Risk Management, Procurement Systems and Procurement Governance &amp; Control.</li> <li>• Excellent interpersonal skills, including the ability to communicate effectively and build rapport with internal stakeholders</li> <li>• Excellent stakeholder management engagement and influencing skills when managing procurements and procurement and commercial environments</li> <li>• Ability to write and present effectively and persuasively</li> <li>• Ability to research, analyse and interpret data/information to support development of Procurement Plans/strategies</li> <li>• Ability to develop appropriate relationships with suppliers and clients</li> <li>• Ability to facilitate flexible working in the context of changing and developing technology.</li> </ul>

**BEHAVIOURS AND KENT  
VALUES**

Kent Values:

Open

Invite Contribution and Challenge

Accountable

- **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**
- **We are strong together by sharing knowledge**
- **We are all responsible for the difference we make**