

Kent County Council

Job Description: *Purchasing Officer*

Directorate:	Adult Social Care and Health
Unit/Section:	Adults Purchasing Team – Access to Resources
Grade:	KR6
Responsible to:	Adults Purchasing Team Manager

Purpose of the Job:

Receive requests for Supporting Independence care packages and other services, from Practitioners. Purchase services as identified in the care and support plan, following the contract and Kent County Council purchasing protocols. Negotiate price and services, liaising between commissioning, practitioners, and providers. Record on Mosaic and LAS, check for voids and inaccuracies, manage Purchase Orders and invoices as required. Produce reports and check data quality, and work to identify and manage cost savings.

Main duties and responsibilities:

1. Process Supporting Independence and other care package requests from Practitioners in an efficient and timely manner, sourcing the appropriate care to ensure the service user's care requirements are met following KCC purchasing protocols.
2. Manage new referrals.
3. Ensure Practitioners and providers are kept up to date at all times.
4. Communicate accurate and appropriate information about the service user, ensuring care is provided in a way that meets their needs.
5. Update the Mosaic and LAS system with service user details and information about their care packages to ensure that Purchase Orders are produced promptly and accurately.
6. Liaise with providers directly with new set ups and changes to care packages, ensuring they are up to date and completed within appropriate timescales.
7. Monitor the use of purchasing arrangements, reporting back to the Line Manager and Commissioning Teams, of any areas of shortfall, concerns or quality issues.
8. Provide information and advice to Practitioners and providers as required.

9. Repurchase packages on the systems in line with new contracts.
10. Work, support and contribute to the requirements of the wider Access to Resource Team as necessary.

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.

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Person Specification: *Purchasing Officer*

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

- GCSE Maths and English or equivalent

EXPERIENCE

- Experience of the public, private or voluntary sectors.
- Experience of working with vulnerable adults.

SKILLS AND ABILITIES

- Excellent interpersonal and communication skills.
- Excellent negotiation skills.
- To have the ability to purchase Supporting Independence Service and other services, relaying accurate information to providers and service user's
- To have accurate record keeping skills and the ability to use Mosaic and LAS or the willingness to learn.
- To have excellent administrative skills.
- To have excellent organisational skills.
- Excellent IT skills, report writing and interpreting data.
- The ability to identify cost savings.
- To be able to work with and support the Operational teams across Kent and also external providers.
- Ability and commitment to support the Directorates Equality and Diversity Policy statement which is an integral part of the Directorates service delivery and relationship with the client to respect people as individuals, regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion.

KNOWLEDGE

- Understanding of effective purchasing.
- Basic knowledge of needs of vulnerable adults from all services.
- Awareness of Data Protection and confidentiality issues
- Awareness of the Mental Capacity Act
- Awareness of Adult Safeguarding.
- Awareness of, and compliance with equality policy, procedure and legislation.

BEHAVIOURS AND KENT VALUES

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