

## **Job Profile**

**Job Title: Purchasing Officer**

**Job Grade: Level 3, Zone 1**

### **About Camden**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

**The IT Business Management Service within our Digital and Data Services (DDS) department, explores innovative and efficient ways to procure products, goods and services, focusing on quality and cost savings. You will be creating requirement specifications based on business needs, research and planning the end-to-end procurement, collaborating across teams, working in an agile, fast-paced environment.**

### **About the role**

To support Council departments, purchase IT goods and services, in compliance with IT and procurement standards. To take responsibility of the end-to-end IT procurement activities, from helping to create the requirement specification, approval, sourcing suppliers, evaluation, award, raising purchase orders and supplier payments. Ensuring quality and best value is achieved from all procurement. Your work will help the Council save money, minimise waste and increase efficiencies.

### **Example outcomes or objectives that this role will deliver**

- Process purchasing request for IT goods and services from Council departments, ensuring quality and best value is achieved from all procurement.
- Process all IT purchase orders in compliance with Council's Financial Regulations and Contract Standing Orders.
- Track orders, ensure timely delivery and quality and quantity meets expectation.
- Ensure orders are receipted for invoices to be paid within agreed payment terms.
- Develop and maintain good supplier relationship, host supplier meetings and manage routine communication with suppliers to ensure queries are resolved in a timely manner.
- Resolve routine contract related problems and recognise when to escalate them to more experienced colleagues where required.
- Support the effective financial management of contracts, including assisting budget holders with their financial management where required.
- Support the Purchasing Manager and other officers in developing and implementing consistently good contract management standards and procedures across the Digital and Data Service.

- To collect, review and report on supplier service and contract performance data.

## **About you**

- CIPS qualification, or equivalent industry experience.
- Proficient in understanding the products and/ or services supplied to the Council by external suppliers.
- Experience of purchasing process from order to delivery
- Experience of using Oracle procurement system
- Be an excellent communicator, have the ability to influence and have good presentation skills and a pro-active approach to work, including identifying and resolving problems/issues.
- Expert in use of MS application, Word, Excel, Visio, Teams
- Good at thinking on your feet and problem solving, with minimal supervision
- Awareness of the need for confidentiality, sensitivity of information and GDPR

## **Work environment**

You will be required to work in line with Camden's agile working framework including flexible and remote working patterns which are a combination of office-based and home working, as required by the service and effective delivery of services within that framework.

## **People management responsibilities**

- No formal line management responsibilities.

## **Relationships**

- Internal at all levels including executive, senior officer, officer and members.
- External, including local government, voluntary sector, public, private, membership bodies, professional bodies agencies and other suppliers.
- To represent Digital and Data Services and the Council at national and international level.
- You will work closely with all Digital and Data Services (DDS) teams to coordinate procurement activity.
- This post reports to the Purchasing Manager.

## **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

## **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

## **Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

## **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

## **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.