

# Senior Purchasing Officer

**Salary Range:** £44,579-£50,706

**Location:** 5PS

**Contract:** Full time/Permanent

**Reports to:** Business Operations & Commercial  
Lead



# 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 purchasing activities, from creating 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. You will consider factors such as sustainability, social value, risk management and ethical issues on all procurement and support an integrated approach to the development of procurement strategy.

# The things you'll achieve

- Take responsibility for managing IT purchase order process in compliance with Councils Financial Regulations, Contract Standing Orders, Procurement and IT standards.
- To collect, review and report on supplier service and contract performance data.
- Investigate and resolve routine supplier payment disputes, ensuring delivery is satisfactory and as per requirement before any payments are authorised.
- Monitor all IT Purchase Orders (PO), ensuring goods receipt and invoice payment are within agreed periods. Completed and unfilled PO's are closed/cancelled to prevent financial risk.
- Support the Commercial and Contract Managers with effective management of contracts.
- Manage routine communication with suppliers, to ensure successful delivery of products and services, as well maintaining supplier relationships.
- Monitor demand and ensure supply of commonly requested IT goods are stocked to minimise downtime.
- Identify innovative ways to purchase goods and service, preventing waste and ensuring best value is achieved from all purchases.
- Ensure, request for day-to-day IT kit is completed within agreed SLA.
- Provide training and development to Purchasing Officers, ensuring staff are fully aware of changes in regulation, processes and systems.
- Produce management reports on team performance, trends and explore ways to improve effectiveness and efficiency.
- Keep purchasing policy and process documentations up to date.

# About you

- CIPS qualification, or equivalent industry experience.
- Proficient in understanding the products and/ or services supplied to the Council by external suppliers.
- Proficient in product evaluation and selection (the analytical comparison of IT products against specified criteria, including costs, to determine the solution which best meets the business need).

**For the Rebellious**

[www.camdenjobs.co.uk](http://www.camdenjobs.co.uk)

# Other important stuff...

## **People management**

- Line management responsibilities for Purchasing Officers (3).
- You will lead generously, taking on the management function in your team so that the team is as effective and frictionless as it can be.
- You will coach your own and other teams to improve their ways of working, to get more productive and effective.

## **Work environment**

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.

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

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.

# Who we are

## 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

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