

# Purchasing Officer (Asset Management)

**Salary Range:** £37,716 - £42,392

**Location:** Crowndale

**Contract:** Full time/Permanent

**Reports to:** Senior Purchasing Officer



## 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

- Responsible for processing all IT purchase orders, 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 dispute, ensuring delivery is satisfactory and as per purchase order (PO) and contract, before any payments are authorised.
- Monitor all purchase orders, ensuring goods receipt and invoice payment are within agreed periods. Close/cancel unfilled PO's to prevent risk and improve finance process flow.
- Support the Senior Purchasing Officer and IT Asset and Logistics Lead monitor and audit all IT assets, and identify opportunities for improvements and efficiency.
- Support the IT Asset and Logistics Lead with asset management processes, to prevent waste and security risk.
- Monitor demand and ensure supply of commonly requested IT products are stocked to minimise downtime.
- Follow IT and Procurement standards when obtaining and evaluating quotes for low value goods and services.
- Manage routine communication with suppliers, to ensure successful delivery of products and services, as well maintaining supplier relationships.

## 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).

## Other important stuff...

### People management

- You will coach your own and other teams to improve their ways of working, to get more productive and effective.

**For the Rebellious**

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

**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.

# 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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## Asking for Adjustments

Camden is committed to making our recruitment practices 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)

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