



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Purchasing Officer

Vacancy ID: 010423

Salary: £19,554 - £19,945 Annually

Closing Date: 15/09/2019

Benefits & Grade

Grade F

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

The Council takes a strategic corporate approach to the commissioning and contracting of Adult, Public Health and Children's services. An exciting opportunity has arisen within the Strategic Procurement Team for a position as a Purchasing Officer.

This position will be responsible for providing purchasing services. Duties include requisitioning, catalogue development and maintenance, administration, data collection and analysis.

Experience of working within or knowledge of children's services would be beneficial.

You will work in a highly motivated team and applicants should have demonstrable experience of activities relating to contract management and purchasing, delivering a customer focused service, implementing service improvements including systems and processes, quality management systems and quality assurance practices.

Applicants should have high personal standards of self-discipline, be enthusiastic and able to communicate effectively with a range of stakeholders.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Kerry Anderson, Procurement Manager - Adults, Public Health and Children & Young People on 01642 528455.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Finance and Business Support		Service Area: Procurement and Governance	
JOB TITLE: Purchasing Officer			
GRADE: F			
REPORTING TO: Procurement Business Partners/ Procurement Managers			
1.	JOB SUMMARY: Responsible for providing purchasing services. Duties include requisitioning, catalogue development and maintenance, administration. Data collection and analysis.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To work closely with the Procurement Managers and Officers to ensure appropriate and proportionate purchasing arrangements are identified and implemented.	
	2.	To maintain and co-ordinate the contract register on the Council's e-procurement system and to update when required by liaison and consultation with contract managers.	
	3.	To provide a requisitioning service using Purchase to Pay systems and credit cards, where appropriate and to administer Individual Placement Agreements for social care placements.	
	4.	To work with a range of suppliers and contract users to maintain accurate and up to date contract data through catalogues and other information systems.	
	5.	To analyse contract pricing data and to optimise contract terms to deliver financial savings.	
	6	To process payments including monitoring claims and spot check validation to ensure correct payments are made.	
	7	To create, develop and maintain spreadsheets and data bases which support the activities of the service and to analyse, interpret and produce management information in appropriate formats.	
	8	To participate in the management of financial systems and processes.	
	9	To maintain all records and systems in accordance with defined procedures and compliance requirements.	
	10	To ensure compliance with health and safety legislation and requirements for risk assessment/management.	
	11	To aim to achieve equality of access and treatment in employment and service delivery.	
	12	To participate in the development of a culture which is consistent with the Council's vision of enthusiastic and forward looking partnership and delivery of efficient and effective services within a Customer Service Excellence environment.	
	13	To respond to enquiries and complaints and to provide advice and guidance as required.	
	14	To establish effective working relationships with key internal and external partners.	

	15	To be responsible for developing and maintaining internal partnerships with other Council departments to ensure the efficient and effective delivery of services.
	16	To participate in the management of programmes & projects from initiation through to completion where required ensuring the successful delivery of required outcomes.
	17	To ensure compliance with the requirements of statute and regulations for this service area.
	18	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of F using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Council Values, Behaviour Framework, Code of Conduct - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

Policies and Procedures - The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated **June 2017**



PERSON SPECIFICATION

Job Title/Grade	Purchasing Officer	F
Directorate / Service Area	Finance and Business Support	Procurement and Governance
Post Ref:	POS003113	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> NVQ Level 2 or equivalent 		Application form
Experience	Substantial and demonstrable experience of: <ul style="list-style-type: none"> activities relating to contract management and purchasing delivering a customer focused service implementing service improvements, including systems and processes quality management systems and quality assurance practices 		Application / Interview
Skills	Demonstrable ability to: <ul style="list-style-type: none"> communicate effectively with a range of stakeholders work in partnership across the public and private sectors implement service delivery models to ensure quality standards are achieved manage relationships with customers and suppliers ensuring that value for money principles are maintained 		

	<ul style="list-style-type: none"> • participate in the delivery of programmes and projects within a structured framework or methodology including the evaluation of success • demonstrate customer sensitivity and awareness 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Ability to think widely and solve problems logically • Ability to communicate both orally and in writing with a wide range of people • Confidence to implement solutions and to challenge traditional thinking • The personal demeanour and credibility, which inspires confidence and motivates colleagues • High personal standards of self-discipline in working to deadlines • The ability to benefit from training relevant to the post • Highly motivated, energetic, winning, not easily discouraged • Demonstrate the Council's Behaviours which underpin the Culture Statement 		Application / Interview
Other requirements			

Person Specification dated June 2017

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.