

CORPORATE RESOURCES

# Procurement Officer

Fixed-term 2 year contract



**Horsham  
District  
Council**

*Judged as an Excellent Council  
by the Audit Commission*

**£25,320-£27,594 pa (salary dependent on skills/experience)  
Plus Essential User Car Allowance or Locally Agreed Vehicle  
Allowance: £3,241 pa 37 hours a week**

You will be involved in the expansion of the Council's procurement activities to assist in delivering cashable efficiency savings. You will provide purchasing advice to departments, and let and manage corporate contracts for Horsham District in accordance with Standing Orders, Financial Regulations and EU Directives. You will also assist in the introduction and development of an electronic marketplace across the council.

You should have procurement and purchasing experience within a large, complex multilevel organisation, ideally with experience of managing and monitoring contracts. You will also need to be an experienced procurement professional holding (or working towards) MCIPS.

For an informal discussion about this post please contact Roger Dennis, Joint Procurement Adviser, or Tony Higgins, Director of Corporate Resources on 01403 215301.

For an application form and role profile please call our 24 hour recruitment line on 01403 215134, email [personnel@horsham.gov.uk](mailto:personnel@horsham.gov.uk) or visit our website at [www.horsham.gov.uk](http://www.horsham.gov.uk) or write to the Personnel Services Department, Horsham District Council, Park North, North Street, Horsham, West Sussex RH12 1RL quoting reference CR/720. Closing date: 8th May 2008.



**WJP** Floyd

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