



## Procurement & Contracts Officer

£34,983 - £37,542 inclusive.

An Exciting opportunity has arisen for a Procurement & Contracts Officer to join a small team of dedicated staff, with a clear remit to work across all service groups, shaping the future of Procurement in Sutton. Your main duties will include working with council staff to ensure corporate contracts are performing and compliance is observed. A high level of communication at all levels will be essential with a 'can do' attitude to changing hearts and minds.

This position requires good negotiation skills, a willingness to challenge existing practice, fair minded toward both customer and contractor, and an ability to communicate at all levels of the organisation, including both Officer and Member engagement.

Previous experience in procurement and contract management are essential, and as the role involves assisting and advising service groups on the tendering procedures, knowledge of European and domestic legislation is also necessary.

The use of I.T. systems and a previous involvement or good appreciation of the benefits of e-procurement is also a requirement.

Good analytical, verbal and interpersonal skills are essential.

For further details please visit our website at [www.sutton.gov.uk](http://www.sutton.gov.uk) or telephone: 0870 700 0108.

The closing date is 27<sup>th</sup> October 2008. We expect to hold interviews on or around 4<sup>th</sup> November 2008.