

Procurement Officer

Grade 8 (up to scale point 22 £19,621)

Hambleton and Richmondshire have agreed to undertake shared service provision, and an opportunity now exists for an additional team member to join the Procurement Team responsible for purchases across both Councils, either as a twelve month appointment, which is subject to review, or as a secondment from within the existing locality.

You will be the kind of person who is eager to learn new things and ready to embark on a rewarding career. Ideally, you will be working to a procurement qualification. Good levels of numeracy and literacy are essential, together with the ability to be a good communicator. You will be expected to have good organisational and administrative skills, and some previous experience in the application of best practice in the public sector is desirable. The candidate should be aware of the legislative requirements, particularly the application of the EU Procurement Directives.

The use of eProcurement techniques is desirable, as is working within various supply chains in developing suppliers and markets to deliver the desired outcomes at both local authorities and their clients.

You may see this as the next step in your career and an opportunity to demonstrate your ability to take procurement in the two Councils to a new level.

Closing date for applications is 26th August 2010 with interviews being held on 15th September 2010.

If you feel you are the right person, and possess the correct skills to undertake the duties associated with this position, please contact Business Support for an information pack: 01609 767244 email: business.support@hambleton.gov.uk or for an informal discussion: Sue Seddon telephone: 01609 767232 email: sue.seddon@hambleton.gov.uk