



Hambleton District Council
Business Support
Civic Centre
Stone Cross
Northallerton
North Yorkshire
DL6 2UU
Tel: 01609 767244
e.mail: business.support@hambleton.gov.uk

Dear applicant

Re: Procurement Officer Grade 8 (up to scale point 22 £19,621)

Thank you for expressing an interest in the above vacancy, as requested, please find the information regarding this post attached/provided in the following links to the web site.

- Application form and equal opportunities monitoring form:
http://www.hambleton.gov.uk/jobs_and_careers/jobs/job_vacancies/default.htm
- Recent internal update on the shared procurement service

Information on the Councils' web sites, including links to the following draft documents:

- Procurement Strategy
- Rules and Regulations
- Code of Practice

http://www.hambleton.gov.uk/business/tenders_and_contracts/procurement_policy.htm

<http://www.richmondshire.gov.uk/your-council/finance/procurement.aspx>

The post is offered on a fixed term contract for 12 months, which is subject to review, or alternatively, as a secondment from within the existing locality. The successful applicant will be expected to operate between the two Councils, which deliver services across the Districts of Hambleton and Richmondshire.

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

Please return your completed applications by email or post to:

Business Support, Hambleton District Council, Civic Centre, Stone Cross, Northallerton, North Yorkshire, DL7 2UU email: business.support@hambleton.gov.uk

Yours sincerely

Sue Seddon
Performance and Improvement Manager