

**North Hertfordshire District Council
and East Hertfordshire District Council**



**Shared Procurement Officer
Salary starting from £28,926 per annum**

Are you looking to progress your career in procurement? If you are, we have an opportunity to be part of an innovative way of providing a professional and comprehensive procurement service to two district councils.

North Herts District Council and East Herts District Council have agreed to work together to appoint a Shared Procurement Officer to help develop and improve both Council's procurement, contract and performance management processes.

The key attributes required of you include excellent communication and interpersonal skills, able to present information clearly and constructively, both in person and through formal reports and have the ability to assemble, analyse and interpret statistical information.

It is currently anticipated that the successful candidate will spend approximately half of their time at each of the partner authorities delivering a variety of procurement assignments. As this is a shared post and involves travel between sites, you must have a current driving licence and use of your own vehicle.

You should have at least 2 years relevant experience, either in local government or in a purchasing/commercial function in the private sector. Ideally, you will possess procurement experience, including managing tendering procedures, dealing with European directives and legislation and project managing tendering exercises although this is not essential.

This post has been designated as a partial homeworking post (up to 80% of working time will be based at home).

We can offer you an excellent benefits package including a final salary pension scheme, generous leave allowance, flexi-time, leisure concessions and more.

If you would like an informal chat about the post, you can contact Rachel Cooper, Payment and Reconciliations Manager on 01462 474606.

Please note that we do not accept CV applications. For an application form and information pack please visit www.north-herts.gov.uk and click on Jobs and Careers, or telephone 01462 474550 (24 hours), or Text phone 01462 474800 or you can obtain an information pack by e mailing recruitment@north-herts.gov.uk.

As a Council committed to equality and diversity we welcome applications from all sections of the community. All full time posts are open to Job Share unless otherwise stated. Disabled people who meet the person specification will be guaranteed an interview.

Closing Date: Noon on Thursday 19th August 2010
Interviews: Thursday 9th September 2010

