

# Role profile

Here's more about the job!

<b>Role/s</b>	Buyer	<b>Date Prepared</b>	November 2019
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## Your Team

- The Buyer Team provides a buying service to the Council, providing Purchase Order management and supplier sourcing, ensuring the Council achieves value for money for goods, works and services. In addition the team ensures best practice is followed and that there is adherence to the Council's Constitution and Procurement Procedures.

## Your Customers

- Suppliers and staff at CBC

## Your Role

- Purchase Orders are created and maintained to meet needs identified in requisitions received from service areas.
- Requisitioners are appropriately supported and challenged where procedures are not followed.
- Best value suppliers are identified from existing preferred routes to market (or through research, sourcing and negotiation for low value items as)
- Goods and services are supplied that meet Requisitioners needs.
- Accurate records are maintained.

## Health and Safety

- Visual display - regular use.

## Work Pattern

- Standard Monday to Friday with flexibility subject to business needs.

## Work Related Travel

- Limited.

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