

Title: Catalogue Buyer County Supplies	Department: Environment and Resources	Post Ref:
Job Purpose: Reporting to the Catalogue Supply Manager and working within the Catalogue Supply team, responsible for all commercial issues for a designated portfolio of goods within County Supplies. This includes but is not limited to supplier and contract management, product range selection and development, selling price determination, catalogue preparation and assistance with publications, publicity and marketing of range.		
Key Responsibilities <ol style="list-style-type: none"> 1. Create a product portfolio development plan for the designated portfolio of catalogue goods and carry out product range selection and development of the portfolio in line with the plan. 2. Carry out research into supplier/customer markets as directed. 3. Manage portfolio of products through product life cycle, ensuring portfolio income targets set by County Supplies Manager are met. 4. Analyse sales trends within the designated product portfolio and initiate actions to maximise sales. 5. Set catalogue selling prices for portfolio lines in accordance with County Supplies Manager's guidelines. 6. Work with catalogue production staff on layout and presentation of the designated portfolio. Compile and check product descriptions, and other relevant copy for catalogue. 	Key Accountabilities <ol style="list-style-type: none"> 16. Sales and Gross Margin performance of designated portfolio. 17. Complete, accurate and appropriate presentation of the product portfolio. 18. Up to date and refreshed product ranges. 19. Ensuring there are compliant contracts or arrangements for all products within the portfolio. 	

7. Organise on-going testing of new products with customer groups.
8. Ensure that existing, and targeted new customers are aware of the range and depth of County Supplies' services, by using a variety of communication methods, which may include customer visits.
9. Ensure all contracts for the supply of goods within the designated portfolio comply with appropriate EU Procurement Directives, Financial Regulations and relevant legislation.
10. For goods within the portfolio, undertake appropriate formal tendering procedures, construct contracts including terms and conditions, define award criteria and scoring mechanisms, analyse tenders, award contract, give appropriate feedback; ensuring compliance with relevant regulations and legislation throughout. Submit reports and recommendations to the County Supplies Manager as directed.
11. Control product purchase prices within designated portfolio applying relevant contract terms and conditions, monitoring suppliers' performance such that the Authority's interests are protected. Provide reports on product purchase price changes.
12. Conduct supplier appraisal and maintain approved lists of suppliers for contracts within portfolio.
13. Provide information to customers on technical performance of goods within the designated portfolio.
14. Establish call-off arrangements for product areas that supplement the catalogue range.
15. Process relevant enquiries/negotiations/quotations/orders for non catalogue lines, not covered by call off agreements, in accordance with agreed customer service standards.

20. Product purchase prices within designated portfolio are adequately controlled and suppliers perform to contracted terms.
21. The timely, accurate and appropriate processing of non-catalogue customer requirements.

The post holder will perform any duty or task that is appropriate for the role described

Person Specification	
Education and Knowledge <ol style="list-style-type: none"> 1. Attainment of CIPS Foundation stage, Certificate in Marketing or equivalent qualification. 2. Evidence of continued learning and development activity. 3. Knowledge of public sector procurement, NCC contract tendering and quotation processes. 4. Knowledge and understanding of purchasing and supply system functionality. 	Personal skills and general competencies <ol style="list-style-type: none"> 5. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 6. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 7. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available. 8. Ability to meet agreed objectives and delivery targets by the effective use of resources. 9. Ability to plan, analyse and work methodically to a high level of accuracy and attention to detail within a demanding workload. 10. Ability to show the commercial acumen and negotiation skills necessary to manage the designated portfolio effectively. 11. Ability to communicate effectively and clearly both orally and in writing with colleagues, suppliers and customers.
Experience <ol style="list-style-type: none"> 12. Two years' experience either in a professional purchasing or in product management, in a catalogue / retail / consumer goods environment. 13. Working on own initiative or in a team environment. 14. Able to demonstrate experience in successfully meeting deadlines 	
Role Dimensions <ol style="list-style-type: none"> 15. Undertaking appropriate compliant tendering procedures within a designated portfolio with a contract spend of up to circa £1.2 million. 16. Managing a designated portfolio of up to circa 3000 products 17. No direct reports 	