

## Post: Procurement Apprentice/Trainee

- Salary/Grade: National Living Wage – from £4.20 to £7.83 per hour (age dependant)
- Hours/Days: 37 hours per week
- Fixed Term/Perm/Temp/Casual: Fixed term up to 18 months
- Location: Bolsover District Council, The Arc, Clowne
- Closing Date: 15<sup>th</sup> March 2019
- Interview Date: 21<sup>st</sup> March 2019

## Job Details and Requirements

Would you like to learn new skills and join a friendly team, working in a busy and diverse environment?

If so we want to hear from you.

We are looking for someone with enthusiasm, good communication skills and attention to detail. You will need to have an interest in supporting business operations, IT systems and working with a wide range of people and suppliers. Due to the nature of the service, you will need to be aware of the importance of confidentiality and be able to use discretion when the time is right.

In return, you will receive training, the opportunity to gain qualifications and valuable experience to help you develop your career.

## Contact Details

For an informal discussion about the post, please contact Sandy Williams, Procurement Manager on (01246) 242457, email address [sandy.williams@bolsover.gov.uk](mailto:sandy.williams@bolsover.gov.uk).

## Application Pack

If you are interested in this post, please visit the Jobs pages on the BDC (<http://www.bolsover.gov.uk/index.php/your-council/jobs>) or NEDDC (<http://www.ne-derbyshire.gov.uk/index.php/your-council/jobs>) websites.

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access application packs are available from:

- Telephone the BDC Contact Centre on 01246 242424 or the NEDDC Contact Centre on 01246 217640.
- Email [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk)



Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk) by the advertised closing date.

We welcome applications from all sections of the community.

## Job Description

<b>Job title and post number</b>	Procurement Apprentice/Trainee
<b>Service Area and Directorate</b>	<i>Finance and Procurement</i>
<b>Reports to</b>	<i>Procurement Manager</i>
<b>Direct reports</b>	<i>Procurement Officer</i>
<b>Grade</b>	<i>Living Wage – Age based</i>
<b>Salary range</b>	<i>Living Wage – Age based</i>

### Job purpose

To work as part of the Procurement Team providing support to ensure excellent delivery of an effective Procurement service.

### Duties and responsibilities

1. Assist with system development, data input and Admin Support for the Council's Procurement Service and In-tend system and other computerised systems
2. Assist with routine enquiries by telephone, email and in person and provide support in relation to all aspects of the service such as:
  - Tenders and RFQ's
  - Registration of suppliers and addressing queries
  - Legal package for Contracts and liaising with relevant officers of the Council
  - Notifications for successful and unsuccessful suppliers
  - Correspondence and clarifications on the In-tend system
  - Project Work
  - Preparation of spreadsheets for evaluation, including due diligence checks
  - Data input on various systems
  - Access and advertising projects on Source East Midlands
  - Research around accessing framework agreements
  - Diary Management, including supplier presentation meetings
  - Support Meet The Buyer events
  - Updating Contracts Register and Transparency information as directed by the Procurement Officer
3. To assist the Procurement Manager and Procurement Officer as required.
4. Assist with the scanning, storage and archiving of Procurement related information and data.

5. To complete general support tasks including letters, filing, photocopying and collating documentation, mail and meeting arrangements.
6. To carry out any other relevant duties as determined by the Procurement Manager – Business Admin Systems

### **Working conditions**

The post is based in a standard office environment.

### **Physical requirements**

The post is based in a standard office environment and the duties are of a sedentary nature.

### **Corporate Duties and Responsibilities**

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

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<b>Approved by:</b>	<i>Sandy Williams</i>
<b>Date approved:</b>	<i>14.02.2019</i>
<b>Reviewed:</b>	

## PERSON SPECIFICATION

<b>Post Title:</b> Procurement Apprentice/Trainee	<b>Section:</b> Finance and Revenues		
<b>Directorate:</b> Joint Strategic - People			
<b>Knowledge (Essential)</b>	<b>AM</b>	<b>(Desirable)</b>	<b>AM</b>
<ul style="list-style-type: none"> <li>Office systems and processes</li> <li>Understanding of business operational activity</li> </ul>	a & i	<ul style="list-style-type: none"> <li>What's involved in Procurement Activity</li> </ul>	
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>4 GCSEs or equivalent – including English and Maths Grade C (or equivalent) and above.</li> </ul>	a, i & c	<ul style="list-style-type: none"> <li>Word Processing Excel</li> </ul>	
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Successfully completing project work</li> <li>Working in a team</li> </ul>	a & i	<ul style="list-style-type: none"> <li>Previous work experience in an administrative environment</li> </ul>	
<b>Skills</b>			
<ul style="list-style-type: none"> <li>Oral and written communication skills</li> <li>Good attention to detail and accuracy</li> <li>The ability to work effectively with others</li> <li>IT skills such as emails, use of internet, spreadsheets</li> </ul>	a & i		
<b>Other Requirements:</b>			
<ul style="list-style-type: none"> <li>Awareness of the need for confidentiality</li> <li>Awareness of the need to be tactful</li> <li>Interest in developing your own skills and experience</li> </ul>	a & i		

**Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others**

### Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

<b>Approved by:</b>	<i>Sandy Williams</i>
<b>Date approved:</b>	<i>14.02.2019</i>
<b>Reviewed:</b>	



