

## Job Description

<b>DIRECTORATE:</b>	Chief Executive
<b>DEPARTMENT:</b>	Legal & Regulatory Services/ Corporate Procurement Unit
<b>POST:</b>	Procurement Apprentice – Level 3
<b>GRADE OF POST:</b>	Grade 3
<b>RESPONSIBLE TO:</b>	Corporate Procurement Manager

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### JOB PURPOSE:

To provide the employee with on the job training and experience as part of the supply chain management apprenticeship framework (including the achievement of QCF level 3 in supply chain management) and to support the delivery of a professional category management approach to procurement, and to ensure that it procures goods, works and services in a cost effective and efficient manner, in accordance with corporate policies and guidelines.

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Assist in the delivery of the council's category management approach, providing administrative support to the team.
- Assist the Corporate Procurement Manager in managing the procurement process for client departments with emphasis on the following specific tasks: -
  - Manipulating creditor data and categorise into spend.
  - Administrative assistance to category specialists
- Undertake specific project work under the direction and supervision of the Corporate Procurement Manager.
- Assist the Category Specialists with electronic tendering.
- Assist in the maintenance of the Corporate Contracts Register.
- Assist the Category Specialists with the development and maintenance of e-procurement and Purchasing Cards.

### GENERAL DUTIES

#### Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#).

#### Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.



### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## Person Specification

### Procurement Apprentice

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Minimum of 5 GCSEs including English and Mathematics or equivalent.</li> </ul>	Yes	Production of original Qualification Certificates and application form.
	<ul style="list-style-type: none"> <li>2 A Levels or equivalent.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Good standard of numeracy and literacy.</li> </ul>	Yes	
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of using Microsoft Office products in particular Word and Excel.</li> </ul>	Yes	Interview, application form and selection process.
	<ul style="list-style-type: none"> <li>Understanding of the application of ICT and systems to procurement.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Knowledge of the legislative and regulatory framework relevant to procurement.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>General knowledge of the role of local government.</li> </ul>		
	<ul style="list-style-type: none"> <li>Understanding of the importance of customer care.</li> </ul>		
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>A strong desire to acquire further knowledge and skills in a working environment.</li> </ul>	Yes	Interview, application form, and selection process.
	<ul style="list-style-type: none"> <li>Good communication skills.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>An ability to work as part of a team.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Ability to demonstrate good organisational skills.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Ability to prioritise workload.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Ability to carry out tasks following training and or direction.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Good attention to detail and ability to work logically and methodically.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>The ability to communicate through the medium of Welsh.</li> </ul>		