

JOB DESCRIPTION

JOB TITLE:	Procurement Manager
GRADE:	SM1 (SCP44-47) (2019/20 £46,393 - £51,050)
BASE:	Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF
TERM:	1FTE

Join our Team

NEPO undertakes high-value procurement in major strategic areas of spend in partnership with North East local authorities (known as our Member Authorities) and a range of nationwide Associate Members.

Our vision is to achieve benefits through collaborative procurement. This means that we are focussed on delivering positive outcomes for our Member Authorities, regional supply base and over 300 Associate Members from the wider public sector. In addition to delivering a collaborative procurement work programme of £210M, NEPO is responsible for the NEPO Portal and the NEPO Business Club programme of support for our suppliers.

NEPO is a forward-thinking organisation that supports personal development and provides a unique opportunity to work collaboratively across the North East public sector.

NEPO employees benefit from:

- ✓ Flexible working
- ✓ Access to technology that enables agile working
- ✓ Continuing professional development, including training opportunities
- ✓ Annual leave ranging from 25 to 30 days (depending on length of service), plus public holidays
- ✓ Eligibility to join the Local Government Pension Scheme
- ✓ Child Care Vouchers
- ✓ Offices based in the heart of Newcastle's Quayside with great links by public transport and road

The Role

The successful postholder will support the delivery of a customer focused procurement service and the strategic development and delivery of collaborative procurement for local government in the North East.

The successful postholder will work cohesively with the Commercial Manager to support the development of innovative solutions which are provided to enable NEPO to quickly and compliantly secure value for Member Authorities promote innovation to assures NEPO's commercial interests.

The successful postholder will deputise for the Procurement & Commercial Director on procurement related areas.

Important dates

The deadline for applications is **23:00 on 3rd November 2019**
Interviews will be held on 12th November 2019.

NEPO may use additional second stage interviews and/or personality questionnaires as required.

Apply

Applications will **only** be accepted via <https://www.northeastjobs.org.uk/> For an informal discussion about the post, please contact Steven Sinclair, Procurement & Commercial Director via 07917263533 or steven.sinclair@nepo.org

No recruitment agencies please.

For further information about NEPO and its work, please visit our website at www.nepo.org.

ENDS