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**Why Nexus?**

Nexus and its subsidiary Metro Services are a vital part of everyday life for people living and working within Tyne and Wear. There 36 million Metro passenger journeys each year and another 30 million passengers walking through our bus stations and interchanges annually. We make sure our customers are at the heart of everything we do and we employ nearly 1,100 employees to ensure they all have a great experience, no matter where their final destination.

**The role – Procurement Officer**

**Maternity Cover - Fixed Term 12 months**

Exciting times at Nexus means we are recruiting a Procurement Officer to join our busy procurement team. This position will ensure the efficient and effective delivery of a procurement service across a range of procurement activities in compliance with Public Sector Procurement Legislation.

The role will be part of the wider Corporate Procurement team, reporting to the Senior Procurement and Contracting Officer.

**The person**

We are looking for an experienced procurement practitioner with proven experience in public sector procurement. You will be a team player who contributes to the overall success of the department, liaising with internal and external stakeholders to ensure an efficient and compliant procurement service.

You will be goal orientated with a methodical and organised approach to work. Strong communication skills and the ability to work as part of a team is important to us, alongside the confidence to manage your own workload and take the initiative.

* be employed within the Council or a local business we work with
* earn a wage not less than the minimum wage for an apprentice / my age
* follow a structured training programme
* receive both on and off the job training
* develop their skills to ensure they can do the job well

As an apprentice, you’ll undertake your programme during your normal work time. Your employer will be expected to release you to study at least one day a week in our training centre as part of your paid time at work.

Although the programme can be demanding, it is also extremely rewarding and career progression for apprentices is excellent. Over 90% of our  apprentices move into a higher apprenticeship or full employment on completion. **How to apply**

Download an information pack from nexus.org.uk or email recruitment@nexus.org.uk

**The Selection Process**

Candidates will be required to complete an application form demonstrating how they meet the requirements of the role.

Closing date for application is **16 May 2021** – please return completed application forms to recruitment@nexus.org.uk

As part of the selection process, we may ask you to complete relevant and appropriate assessments. If offered a position with Nexus, we will provide a conditional offer subject to passing a satisfactory medical assessment by a Nexus specified Medical Officer, satisfactory references and evidence of relevant qualifications.

**What can Nexus offer you?**

* A competitive salary for the position, ranging between £21,085 - £31,630 per annum
* 27 days annual leave, plus bank holidays
* 36 hours per week and the opportunity to work on a flexi basis, within the demands of business need.
* A suite of work life balance policies and access to salary sacrifice options
* You will be automatically enrolled into the Local Government Pension Scheme (L.G.P.S.) Contributions are 6.5% of Gross Pay. Employer’s contribution is currently 17.2%.
* Free travel within Tyne and Wear on Metro, Buses and the South Shields Ferry.
* Access to an Employee Assistance Programme and a healthcare scheme for you and your family.

**Other information**

Nexus work within a suite of policies, which will be available to you when successful in a position.

Our Drug & Alcohol Policy

Nexus aims to provide a safe and secure service for its passengers and a safe and secure environment for employees and others who may be affected, and therefore expects employees to take a responsible approach on the consumption of alcohol and the avoidance of substance misuse. Since alcohol/substance misuse consumed/taken in any quantity adversely affects work performance and can seriously impair performance, all employees must ensure that any alcohol/drug either medically prescribed or otherwise does not interfere with their work duties.

**Come and be part of our story**

