



PROCUREMENT OFFICER

Full Time (37 Hours per week)

Permanent

JOB TITLE:	Procurement Officer
GRADE:	Band 6-9 (SCP19-31) (2020/21 £25,481 – £34,728)
BASE:	Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF, subject to relocation within Tyne & Wear
MANAGED BY:	Category Specialist

COVID-19 update: Please note that NEPO is currently following the Government's advice on enabling staff to work from home if it is safe and practical to do so. Therefore, this role will be delivered remotely in an agile way, until NEPO makes any changes to these working arrangements at which the base will return to our base.

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 700 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

Working in procurement is a fantastic career choice.

This role incorporates a wide pay band in recognition of range of skill levels we are able to recruit at – junior entry level through to high-performing individuals who will be the mangers of the future.

NEPO operates a Career Progression Framework which determines salaries based upon experience and relevant qualifications to determine the pay grade. There is an expectation that for new entrants with limited experience within the procurement industry and/or relevant qualifications, salary will be payable based on the starting spine column points increasing in accordance with experience and the successful completion of CIPS training in line with NEPO's Career Progression Framework.

Generally speaking, procurement is responsible for both optimising costs and delivering savings.

Careers in procurement benefit from early exposure to senior level stakeholders and as procurement is very much a sector in which doors are there to be opened, personal performance is rewarded through career progression.

Procurement can also offer a wide variety of different projects and skill sets. Some may require a focus on analytics and delivering rapid cost savings, others may call for a more hands-on approach. Examples range from benchmarking to designing more effective supply chains.

The sheer variety of service areas that procurement comes into contact with also makes it appealing for anyone looking for new challenges. Procurement is predominantly outward focused; at NEPO you collaborate with individuals from various service areas both within and outside of our region, gaining a wealth of cross-departmental, even cross-industry experience.

The people who prosper in procurement generally have strong interpersonal and analytical skills and can communicate their ideas through a wide range of formats to a variety of stakeholders.

Procurement represents a fantastic choice for individuals looking for a varied and exciting role with great career prospects. This is one of the few sectors where new employees are given the opportunity to prove their worth and take charge of their own projects, from start to finish. The current economic climate has seen an increasing number of organisations turn to their procurement teams to deliver growth and generate income.

Now is the time to consider a role in procurement!

Important dates

The deadline for applications is **23:59 on Tuesday 18th May 2021**

Interviews will be held on **Tuesday 25th May 2021 and Wednesday 26th May 2021**

Apply

Applications will **only** be accepted via <https://www.northeastjobs.org.uk/> For an informal discussion about the post, please contact Joanne Peacock on 07585 986 285.

No recruitment agencies please.

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