



North East Procurement Organisation

Career Progression Framework

Procurement Coordinator Grade 5 - 9

Group: Association of North East Councils (ANEC)
Location: Guildhall, Newcastle
Service: North East Procurement Organisation (NEPO)
Line Manager: Procurement Specialist

Grade	Requirement *
Grade 5	<p>This Job Profile operates as a 'Career Grade' whereby those joining with less experience will start towards the lower Spinal Column Point (SCP) and those with more experience who are able to meet more of the desirable criteria will start toward the higher SCPs.</p> <p>With support and funding from NEPO, post holders will work through the SCPs as their experience and qualifications progress.</p> <p>Grade 5 is the typical entry point unless other experience/qualification can be demonstrated.</p>
Grade 6	<p>Completion of Advanced Certificate (Level 3) in Procurement and Supply Operations and / or three years relevant procurement experience and / or enrolment on CIPS Diploma (Level 4) in Procurement & Supply qualification programme and full coverage of the competencies set out in Annex A.</p>
Grade 7	<p>Completion of CIPS Diploma (Level 4) in Procurement & Supply and full coverage of the competencies set out in Annex B.</p>
Grade 8	<p>Completion of CIPS Advanced Diploma (Level 5) in Procurement & Supply and</p>

	full coverage of the competencies set out in Annex C.
Grade 9	Completion CIPS Professional Diploma (Level 6) in Procurement & Supply or NVQ Level 4 Supply Chain Management and/or MCIPS status and full coverage of the competencies set out in Annex D.

** Demonstrable skills, knowledge and experience appropriate for the grade will also be considered when appointing and reviewing grade allocation.*

Annex A - Grade 6 (SCP 19-22) Competencies

- ✓ The post holder has a firm understanding of the organisations values and consistently demonstrates positive behaviours in line with those values.
- ✓ The post holder seeks and responds to constructive feedback.
- ✓ The post holder acknowledges and learns from own mistakes.
- ✓ The post holder reflects on own behaviour and reviews performance.
- ✓ The post holder learns from others and is open to new ideas.

Annex B - Grade 7 (SCP 22-25) Competencies

- ✓ All competencies detail in **Annex A** plus:
- ✓ The post holder is able to engage with stakeholders sufficiently to progress with their activities within the role.
- ✓ The post holder is developing an understanding of their category, the market and wider initiatives associated with their role.
- ✓ The post holder demonstrates a willingness to undertake wider organisational activities pursuant to their role.
- ✓ The post holder is able to represent the organisation with professionalism.
- ✓ The post holder has a sufficiently firm grasp on procurement regulations to prevent them putting the organisation at risk.

Annex C - Grade 8 (SCP 25-28) Competencies

- ✓ All competencies detail in **Annex A** and **Annex B** plus:
- ✓ The post holder proactively seeks to build their own knowledge and experience.
- ✓ The post holder has a firm understanding of the processes operated by the organisation and has experience of successfully delivering projects following similar processes.
- ✓ The post holder conveys written and verbal information in clear, concise language.
- ✓ The post holder can manage their workload, prioritises and completes work to the desired quality at the agreed time.

Annex D - Grade 9 (SCP 28-31) Competencies

- ✓ All competencies detail in **Annex A** and **Annex B** and **Annex C** plus:
- ✓ The post holder has the political and organisational awareness to liaise effectively and confidently with a variety of stakeholders.
- ✓ The post holder is aware of the organisations objectives and proactively seeks to positively contribute to those objectives on their own initiative.
- ✓ The post holder demonstrates a high standard of professionalism at all times.
- ✓ The post holder has a strong understanding of their category, the market and wider initiatives associated with their role.
- ✓ The post holder manages risk effectively and seeks to maximise the benefits achieved through their procurements.
- ✓ The post holder seeks to help develop their colleagues to a similar level.

ENDS