

## PROCUREMENT SPECIALIST

**Full Time (37 Hours per week)  
Permanent**

**JOB TITLE:** Procurement Coordinator

**GRADE:** £24,012 to £34,728 (Band 5-9, SCP 16-31)

**BASE:** Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF  
(subject to relocation Northern Design Centre, Abbott's Hill,  
Gateshead NE8 3DF)

**MANAGED BY:** Procurement Manager

**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 point we will return to our base.

### JOIN OUR TEAM

We are seeking a Procurement Coordinator to join the NEPO team.

Currently working from home, with future plans to relocate into office space in Tyne & Wear, we are a friendly team of thirty people who work together to create a welcoming and supportive culture.

Established in 1976, NEPO undertakes high-value procurement in major strategic areas of spend in partnership with North East local authorities (known as our Member Authorities) and over 700 Associate Members from the wider public sector.

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 the wider public sector. In addition to delivering a collaborative procurement work programme of £210m, we also ensure our stakeholders have the systems, skills and support needed throughout the procurement journey.

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

As Procurement Coordinator you will be fully supported in your career progression. We are committed to staff development, and team members in procurement roles are supported through professional training with the Chartered Institute of Procurement and Supply (CIPS). NEPO covers all fees and exam costs as well as allowing study leave.

NEPO employees also 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
- ✓ Childcare vouchers

You can read more about the staff benefits we offer in our [handy guide](#).

## THE ROLE

### Now is the time to consider a career in procurement

Procurement represents a fantastic choice for individuals looking for a varied role with great career prospects.

***Don't just take our word for it; [watch a day in the life](#) of our colleague Kadie.***

Procurement 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.

Procurement also offers a great deal of variety in terms of daily tasks and the range of stakeholders you work with. This makes it an appealing career choice for anyone looking for new challenges and continuous development.

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.

***Starting your procurement career: NEPO Procurement Coordinator Carly [shares her experience](#).***

The **attached Job Profile** provides further information on what the role entails and the personal specification.

The role of Procurement Coordinator incorporates a wide pay band in recognition of the range of skill levels. We are able to recruit at junior entry level through to high-performing individuals who will be the managers of the future.

The **attached Career Progression Framework** sets out how your experience and qualifications will determine your pay grade.

## **IMPORTANT DATES**

The deadline for applications is **23:59 on Tuesday, 2<sup>nd</sup> February 2022**.

Interviews will be held on **Friday, 11<sup>th</sup> February 2022**.

## **HOW TO APPLY**

Applications will only be accepted via the [North East Jobs website](#).

For an informal discussion about the post, please contact Joanne Peacock on 07585 986285.

**No recruitment agencies please.**

For further information about NEPO and its work, please visit our website at [www.nepo.org](http://www.nepo.org).