

CONTRACT MANAGEMENT COORDINATOR

Band 5-6 (SCP16-32) (2020/21 £24,012 – £27,040)

Full Time (37 Hours per week)

Permanent

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. The purpose of this role will assist the wider procurement team contract manage our contract portfolio.

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 outwards 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.

Important dates

The deadline for applications is 12:00 on **Wednesday, 2nd March 2022**
Interviews will be held on **Friday, 11th March 2022**

Apply

Applications will **only** be accepted via <https://www.northeastjobs.org.uk/> For an informal discussion about the post, please contact Joanne Peacock, Procurement Manager on 07585 986285.

No recruitment agencies please.

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

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