

Northumberland County Council

JOB DESCRIPTION

Post Title:	Procurement Contracting Apprentice	Director/Service:	Finance - Procurement Services	Office Use
Band:	National Apprenticeship Wage	Sector:	Finance	JE ref:
Responsible to:	Line Manager	Date:	January 2022	HRMS ref:
Job Purpose: Carry out a range of tasks to support the Contracting team with the acquisition of a wide range of lower value/lower risk goods, services and works via tendering and contracting.				
Job Context:				
Resources	Staff	None.		
	Finance	Handling confidential documents and spreadsheets.		
	Physical	Careful use of PC and shared responsibility for other office equipment provided. Handling and processing information, often confidential.		
	Clients	May be required to work with internal and external service clients.		
<p>Duties and key result areas: Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the post holder. You will complete apprenticeship training to enable you to develop into the below responsibilities:</p> <ol style="list-style-type: none"> 1. To attend all apprenticeship training and successfully complete End Point Assessment. 2. Assist and support with the preparation of documents connected to low value/low risk procurement projects e.g. tender documents, spreadsheets and market questionnaires, as directed by line manager and procurement officer responsible for the project. 3. Work alongside the responsible procurement officer with internal and external clients to facilitate a wide range of procurement processes. 4. Prepare and present a range of procurement related documents such as correspondence, emails, clarification questions and contract award letters to an agreed standard. 5. Assist with the upkeep of a full library of procurement templates e.g. Invitations to Tender and Award Letters. 6. Assist in the setting up and administration of e-tendering and e-evaluation systems, including management of supplier correspondence. 7. Operate general office equipment, maintaining stocks of consumables, booking service calls to ensure continuity of service. 8. Maintain information systems such as filing, client or asset records, booking systems and reference materials ensuring accuracy, confidentiality, ease of use and access. 9. Enter data into spreadsheets, databases and other electronic information systems, extract and distribute information as directed ensuring accuracy and confidentiality. 10. Other duties appropriate to the nature, level and grade of the post. <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>				
Work Arrangements				
Physical requirements:	Activities normally undertaken in a seated position with some walking, bending or stretching and an occasional need to lift or carry.			
Transport requirements:	n/a			
Working patterns:	37 hours per week, day work. Flexible working hours may apply provided staff work collaboratively to provide cover for services.			
Working conditions:	Minimal exposure to disagreeable, unpleasant or hazardous conditions.			

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PERSON SPECIFICATION

POST: Apprentice - Administration	SERVICE: All Directorates	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
<ul style="list-style-type: none"> Grade 4 (c) GCSE Maths & English (or equivalent; Level 2 Functional Skills) A good general education demonstrating numeracy and literacy. An initial assessment many be carried out <p>(For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)</p>	<ul style="list-style-type: none"> Applicants without Level 2 English and maths will need to achieve this level prior to taking their end point assessment. 3 or more GCSE's (or equivalent) including Maths and English 	a/i
Experience		
<ul style="list-style-type: none"> Previous experience is not an essential requirement. 	<ul style="list-style-type: none"> Experience of working in a customer service environment 	a/i
Skills and competencies		
<ul style="list-style-type: none"> Good organisational skills to meet the demands of the role whilst engaging in apprenticeship training. Good verbal and written communication skills. Good numeracy and literacy skills. Basic knowledge of word processing, spreadsheets and databases. Able to follow instructions and procedures with guidance. Ability to plan and organise daily work routines with guidance. Adaptable and able to deal with changing priorities. Supportive and effective team player. Ability to engage with service users and members of the public. Clear and logical thinking required to deal positively with problems occurring within normal work routine with guidance. 	<ul style="list-style-type: none"> Able to type and set out an e-mail or Word document quickly and accurately. Ability to deal with routine and non-routine enquiries as first point of contact. 	a/i
Physical, mental and emotional demands		
<ul style="list-style-type: none"> Normally works in a seated position with some standing, walking, stretching or lifting. Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands. 		a/i
Motivation		
<ul style="list-style-type: none"> Reliable and keeps good time. Ability to work flexible hours. Demonstrates enthusiasm for obtaining an administration related qualification. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and diversity in all aspects of work. Appropriately follows instructions to achieve set objectives. 		a/i

<ul style="list-style-type: none">• Works collaboratively to achieve team spirit.• Adapts to change by adopting a flexible and cooperative attitude.		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits