

Procurement Specialist

£38,553 - £44,624

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.

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 £700M, NEPO is responsible for the NEPO Portal and the NEPO Business Club programme of support for our suppliers.

We are a forward-thinking organisation that supports personal development and provides a unique opportunity to work collaboratively across the North East public sector. We have produced [a guide to the employee benefits on offer at NEPO](#) to give you a flavour of the welcoming and supportive culture we champion.

This is your opportunity to join a small, vibrant organisation, and be part of a friendly team that works closely with local authority colleagues across the region to deliver a diverse programme of work.

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
- Hybrid working model with HQ in Gateshead's Baltic Quarter

The role

- To lead and manage procurement activity for major spend categories or group of categories for the public sector in the North East region and nationally working flexibly and innovatively across the Collaborative Procurement Work Programme.
- To support the delivery of the Collaborative Procurement Strategy whilst continuously driving performance across the organisation.
- To explore and maximise commercial opportunities available across all Collaborative Procurement activities.
- Provide specialist professional procurement guidance and support across a portfolio of category areas (Goods, Services, Works) to NEPO and its members.
- To be responsible for the strategic leadership of the Category including the management of workload and resources and the delivery of successful objectives.



Important dates

The deadline for applications is 8th August, 2022 12:00 noon. Interviews will be held on 16th August, 2022

Apply

Applications will only be accepted via <https://www.northeastjobs.org.uk>

For an informal discussion about the post, please contact Joanne Peacock via joanne.peacock@nepo.org or Steven Sinclair via steven.sinclair@nepo.org

No recruitment agencies please.

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

ENDS