



JOB DESCRIPTION

JOB TITLE:	Procurement Apprentice
GRADE:	Band 2 (SCP 7-10) (2023/24 £24,294 - £25,545)
BASE:	Northern Design Centre, Abbots Hill, Baltic Business Quarter, Gateshead, NE8 3DF
MANAGED BY:	Procurement Lead/Procurement Specialist

1. SUMMARY OF POST

This role is part of NEPO's Regional Procurement Apprenticeship Programme which aims to develop and nurture talented individuals from a diverse range of backgrounds to become the public sector procurement professionals of the future.

You will work as part of our team of procurement professionals, focussed on the development and delivery of procurement solutions for the North East public sector and beyond, whilst also developing key skills and knowledge through a combination of real-world experience and dedicated training.

The role is diverse and your responsibilities will increase as progress is made through the development programme.

You will be supported to achieve the following qualifications:

- [Level 4 Commercial Procurement and Supply](#)
- [CIPS Level 5 Advanced Diploma in Procurement and Supply](#)
- [Level 6 Senior Procurement Supply Chain Professional](#)

2. JOB PURPOSE

The key duties of this post will include:

- a. Studying towards the following qualifications:
 - [Level 4 Commercial Procurement and Supply](#) (includes [CIPS Level 4 Diploma](#))
 - [CIPS Level 5 Advanced Diploma in Procurement and Supply](#)
 - [Level 6 Senior Procurement Supply Chain Professional](#) (includes [CIPS Level 6 Professional Diploma in Procurement and Supply](#))
- b. Supporting the development of procurement projects to help NEPO achieve its strategic objectives.
- c. Supporting the ongoing contract management of procurement solutions to ensure expected outcomes are achieved.
- d. Adopting NEPO's processes, policies and guidance to safeguard consistency, quality and achievement of desired outcomes.
- e. Supporting stakeholder management, liaising with members, suppliers and wider stakeholders in a professional, customer-focussed manner.
- f. Utilising digital tools and systems to maximise efficiency and ensure compliance.
- g. Undertaking data analysis and collating management information accurately and within timescales.
- h. Producing correspondence, tender documentation, and presentations to a high standard.
- i. Communicating in a professional manner with diverse stakeholders in writing, by telephone and in-person.

3. Personal Disposition

- a. You will embrace and embody NEPO's CANNY values (**C**hampion each other, **A**ccountable for actions, **N**ew ideas are shared, **N**etworking to learn and grow and **Y**es we can).
- b. You will take personal responsibility for continued personal and professional development and contributing to the learning and growth of NEPO.

- c. You will demonstrate high professional standards that represent NEPO in a positive and professional manner and contribute to the continuous progress and development of NEPO.
- d. You will build appropriate professional networks to broaden your knowledge of the wider world.
- e. You will foster close and effective relationships with colleagues and customers to deliver mutual benefits as part of a regional collaborative team.
- f. You will take responsibility for your own health, safety and welfare ensure that organisational health and safety policy and procedures are adhered to.
- g. You will carry out other duties, engage in development activities and promote the benefits and objectives of NEPO as required.

4. Person specification

Qualifications

- 4 GCSEs (Grades 9-4/A*- C) or equivalent qualification (must include Maths and English Language).
- Achievement of (or studying towards) 3 A Levels (or equivalent qualifications) worth 120 UCAS points (Predicted or Obtained)

Experience

- Use of IT applications such as Microsoft Office e.g. Excel, Word, Outlook, Teams or similar.
- *Desirable:* Experience of work or volunteering in the community.

Skills and knowledge

- Good communication skills.
- Ability to work as part of a team.
- Ability to make decisions.
- Ability to problem solve.
- Ability to be proactive and forward thinking.

Personal Qualities

- Flexible and adaptable approach to work.
- Good interpersonal skills.
- Committed to learning and personal development.