

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
DIRECTORATE:		Community Services & Transport
SERVICE AREA:		Highways & Street Lighting
JOB TITLE		Apprentice Procurement and Supply Assistant
REPORTING TO:		Highway & Street Lighting Operations Manager
APPRENTICESHIP QUALIFICATION		Procurement & Supply Assistant - Level 3
APPRENTICESHIP DURATION:		21 months
1.	JOB SUMMARY:	
	<p>To work as part of the Highways & Street Lighting Operations team, providing support and assistance in the process of procurement or buying goods and services.</p> <p>The Procurement and Supply Assistant will undertake tasks associated with the quotation and/or tender process, supplier information management, purchase order and invoicing, supply delivery and quality assurance and stakeholder liaison whilst ensuring data is correctly administered and maintained in accordance with legislation.</p> <p>Will work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience.</p>	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	Contributing to the sourcing of new suppliers using market research for on-going tenders on behalf of the wider team.
	2	Challenging the organisational need for the purchase especially where value for money considerations suggest the procurement can be better channeled.
	3	Support and contribution to higher value activities such as construction projects and capital expenditure
	4	Assisting with the monitoring of the commercial benefits and status of procurement projects, for example, spend and trend analysis, cost-benefit analysis saving profile - forecast and actual; and may utilise that information to support procurement decisions, assist with supplier reviews or in developing reports for other parties.
	5	Supporting a wide range of procurement processes including the conduct of tenders, with the use of e-tendering tools (e.g. managing supplier correspondence).
	6	Working with management to develop procurement documents (e.g. ITT templates and T&C's).
	7	Basic understanding of regulations, internal policies and procedures, to educate the wider business areas and adopt best practice.
	8	Supporting development of consistent procurement processes and procedures.
	9	Having a strong focus and a pro-active approach striving to meet the demands of the service in a timely manner.
	10	Supporting supplier negotiation and help to ensure value for money deals are obtained.
	11	Collating relevant management information to report to the wider procurement team and in preparation for internal/external audits.
	12	Working with internal and external clients to facilitate a wide range of procurement processes.

13	Ensuring all relevant systems and databases are managed, maintained and information managed for accurate reporting.
14	Adhering to corporate operating procedures, including compliance with the Public Contracts Regulation.
15	Building excellent working relationships with and being responsive to enquiries from peers, colleagues, customers, suppliers and other external stakeholders.
19	Providing timely returns and accurate statistical data as required.

3	GENERAL
	<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder</p> <p>Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.</p> <p>Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.</p> <p>Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p>Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council</p> <p>Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.</p> <p>Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>

	Name	Signature	Date
Job Description written by (Manager)	Rob Burrell
Job Description agreed by (Apprentice)

Job Description dated May 2021



PERSON SPECIFICATION

Job Title	Apprentice Procurement & Supply Assistant	
Directorate / Service Area	Community Services & Transport	Highway & Street Lighting Operations

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Minimum 5 GCSEs Grade C/4 or above or equivalent Level 2 qualifications (must include English & Maths)		Application form / Certificate
Experience	Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative	Experience of working in customer focused, operational and administrative environments Experience of performance management systems. Experience of project management Experience in implementing new initiatives procedures and processes	Application / Interview / Reference
Knowledge & Skills	IT Skills including ability to use Microsoft Office e.g. Word and Excel. Good communication skills - listening, spoken and written. Organised with a good attention to detail Numerical Ability	Working knowledge of relevant legislation, procedures and processes Committed to excellent customer service Ability to think widely and solve problems logically Ability to represent the Service within a range of meetings. Ability to deal with confidential information	Application / Interview / Reference

	<p>Ability to understand and apply regulations and written instructions</p> <p>Ability to work to deadlines</p>	<p>Ability to interpret and explain statistical data.</p>	
<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Flexible approach to work.</p> <p>High personal standards and self- discipline.</p> <p>Motivated and positive attitude</p> <p>Committed to own personal development</p>		<p>Application / Interview / Reference</p>
<p>Other requirements</p>			<p>Application / Interview</p>

Person Specification dated

May 2021