

Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

SECTION A: Specific Role Profile

Post Title	Procurement Apprentice	Post No	RE614
Directorate	Resources		
Division	Corporate Procurement Service		
Band and Salary	Band B £22,737 to £23,500 per annum. Incremental progression is subject to performance.		
Responsible to	Strategic Category Manager (Places / People / Resources)		
Location	Council House, Manor Square, Solihull B91 3QB		
DBS Check	Not Applicable		
Fixed Term Contract	This is a fixed term contract for a period of 3 years whilst undertaking the Level 4 Commercial Procurement and Supply training.		
Special Conditions	Not Applicable		

Role Purpose

The post-holder will work in a supported learning environment to develop the skills and knowledge required for your apprenticeship. We will support the post-holder in completing a Level 4 Commercial Procurement and Supply apprenticeship standard (including Chartered Institute of Procurement and Supply 'Foundation Diploma in Procurement and Supply') to help you to progress in your future career.

The post-holder plays a supportive role in the delivery of the sourcing and supply strategies for Solihull MBC's external spend. The post holder is involved in the delivery of the Council's efficiency targets and will develop procurement commercial and contractual expertise, displaying tenacity, drive, and influencing skills in supporting the strategy to deliver year on year savings.

To actively promote and communicate compliant procurement principles across the organisation.

To support the Corporate Procurement Service in the delivery of specialist procurement services to the Council and other Public Sector organisations where identified.

To support in the management of all steps in the procurement process: user needs analysis; market research; sourcing activity; structure of tenders; market engagement; tender evaluation; negotiation; and contractual matters.

The post will be for a 3-year term and whilst there is no guarantee of a permanent position at the end of the Apprenticeship; after completion of a successful Level 4 Apprenticeship we will work closely with the post-holder to identify the next steps. Dependant on work and study based performance this may include a permanent position and further studies in working towards chartered status with continued studies for Advanced and Graduate Diplomas in Procurement and Supply.

Role Responsibilities

Actively participate in your own development plan under the supervision of your line manager and the training provider.

Work under supervision to learn and undertake routine procurement activities including quotation and/or tender documentation, electronic tendering of low-to-mid value procurement projects, updating databases and maintaining records, analyse information, produce reports as well as building relationships with customers and answering queries.

Develop basic understanding of applicable legislation, Council rules, toolkits, guidance and strategies and ensuring compliance when undertaking procurement activity.

Constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with your own development and that of your role.

Support Assistant Category Manager, Category Managers and Strategic Category Managers with major procurement projects, management information reporting, and performance reporting.

To support collaboration opportunities with public sector partner organisations in the region.

Undertake other duties compatible with your learning and development as required.

Use information technology systems to carry out duties in the most efficient and effective manner.

Present advice and information, either face to face or within written reports.

In a supported environment build, develop and maintain constructive relationships with both the service areas of Solihull MBC and the Council's supply-chain.

Assist in ensuring Social Value considerations are included in procurement processes, with focus on delivering value for our local community and economy.

Any other appropriate duties as and when required.

Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	Minimum of GCSE Grades C / 4 or above in Maths and English.		Application Form.
	Minimum of 2 A-Levels Grades C / 4 or above or equivalent (predicted grades will be accepted at application stage but evidence in the form of a certificate will need to be shown before an offer of employment can be made)	Business Studies A Level	Application Form.

	<p>Willingness to undertake Level 4 Commercial Procurement and Supply apprenticeship standard (including Chartered Institute of Procurement and Supply 'Foundation Diploma in Procurement and Supply').</p> <p>Further information can be found at https://www.instituteforapprenticeships.org/apprenticeship-standards/commercial-procurement-and-supply-formerly-public-sector-commercial-professional/</p>		Application Form & Interview
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Experience & Knowledge	Microsoft Office applications including Word, Excel and PowerPoint.	Work experience in a commercial environment, in either the public or private sectors.	Application Form
	Experience in organising own workload and meeting deadlines ensuring work and college commitments are met at all times.		Application Form
	Experience of working both independently and within a team.		Application Form
	Good interpersonal skills and a strong team player.		Application Form
		Experience of leading or helping to lead a project or initiative.	Interview.

Skills & Abilities	Excellent numerical and analytical skills.		Test.
	Good at problem solving and keen to take on challenges.		Interview.
	Adaptable, flexible and able to embrace change.		Interview.
	Ability to communicate and to present information clearly and concisely both verbally and in writing to a range of people, with good attention to detail.		Interview.
	Enthusiastic, energetic and self-motivated.		Interview.
	A willingness to learn and take responsibility for own development.		Interview.

	Be responsive, innovative and able to challenge and seek out opportunities to create effective change.		Interview.
	An understanding of confidential and sensitive information.		Interview.

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview
	Trust and Respect - You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview

Compiled/Reviewed by	Katherine Procter/Tracey Getlevog
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Section C: Additional Information

Corporate Parent Responsibilities

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Information Management

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Equal Opportunities

Solihull Council is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences

Training and Development

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Solihull Behavioural Framework

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.