Job Description and Particulars of Appointment

- Job Title: Procurement and Contract Management Apprentice - Level 3
- Post Number: To be confirmed
- Grade and SCP: Apprentice (Level 3)
- Directorate: Finance and Governance

Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As a member of the Procurement and Contract Management team, within the Finance and Governance Directorate, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

The Procurement and Contract Management team at Shropshire Council is responsible for sourcing over £450m of goods and services every year. From pothole repairs to IT, from large infrastructure programmes to finding a safe place to sleep for a vulnerable person – we work with local and national suppliers to deliver services to the residents of Shropshire and drive value for every £ of taxpayer money we spend.

The team is now set to expand dramatically over the next 12 months and we are looking for individuals with a passion for excellence in delivery and a strong commitment to their own development to join us on an exciting apprenticeship programme. We will support you to develop valuable skills in how to procure and manage complex supply chains effectively, how to work with commissioners to scope what they need to buy to support our communities, how to evolve supply markets to drive innovation and how to use technology to best effect in delivering vital services.

This is an entry level role so we are not expecting any significant previous experience. What is more important to us is that you have an enquiring mind, good analytical skills, are confident to manage multiple tasks at the same time, can build strong relationships with stakeholders, can maintain confidentiality of information, are resilient under pressure and, critically, that you are willing to learn and invest in your future. The apprenticeships on offer are part of a multi year plan to build core capability in the Council and, on completion, offer superb opportunities for progression.

Overview of your role

You will work alongside Council colleagues to identify requirements and evolve these into specifications and purchase orders which can be used to contract for vital goods and services. You will be involved in market analysis so we can understand the supplier landscape we are working with and with each step of the procurement process – tender documentation drafting, agreeing how potential suppliers are to be evaluated, supporting the resolution of queries and, ultimately, mobilising suppliers to deliver goods and services. A Procurement and Supply Assistant Level 3 Apprenticeship is attached to this role, and the post holder will be required to complete the apprenticeship alongside the duties and responsibilities of the post with potential opportunity for further development following the completion of this apprenticeship.

Initially, you will work on low value procurements progressing to more complex requirements and higher value contracts over time and you will be supported by a team of experienced procurement professionals who will provide mentoring and 'on the job' experience as your apprenticeship progresses. Your apprenticeship will be a structured training programme accredited by the Chartered Institute of Procurement and Supply (CIPS) (Level 3) as part of their overall process towards achieving full member status.

Who will your manager be and what will you be responsible for?

You will be:

- reporting to John Pinnington, Procurement and Contract Management Service Manager who is in turn responsible for your health and safety, training and development.

- expected to lead and/or contribute to a range of projects and build relations with both internal and external partners in order achieve specified outcomes but will not have direct authority over those involved.

- Expected to develop the appropriate knowledge, skills and behaviours outlined in the Procurement and Supply Assistant Apprenticeship Standard to achieve the associated Level 3 qualification.

- Responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Performance Development Review (PDR). Courses are accessed via the council Learning Management System via the Intranet.

What will you be doing?

You will be expected to and carry out the following duties:

- Develop the appropriate knowledge, skills and behaviours to complete and pass the Procurement and Supply Assistant Level 3 Apprenticeship.
- Contributing to the sourcing of new suppliers using market research for on-going tenders on behalf of the wider team.
- Support and contribution to higher value activities such as construction projects and capital expenditure
- Assisting with the monitoring of the commercial benefits and status of procurement projects, for example, spend and trend analysis, cost-benefit analysis and to assist with supplier reviews or in developing reports for other parties, such as the Category Manager or Head of Procurement.
- Supporting a wide range of procurement processes including the conduct of tenders, with the use of e-tendering tools (e.g. managing supplier correspondence).
- Working with management to develop procurement documents (e.g. ITT templates and T&C's).
- Having strong customer focus, commercial acumen and a pro-active approach striving to meet the demands of customers in a timely manner.
- Supporting supplier negotiation and help to ensure value for money deals are obtained.
- Collating relevant management information to report to the wider procurement team and in preparation for internal/external audits.
- Working with internal and external clients to facilitate a wide range of procurement processes.
- Ability to set up, facilitate and administer e-tendering and e-evaluation systems, including management of supplier correspondence.
- Ensuring all procurement systems and databases are managed, maintained and information cleansed for accurate reporting.
- Adhering to corporate operating procedures and the provisions of legislation such as Public Contract Regulations 2015 and the 2023 Procurement Act.
- Being responsive to customer enquiries and support contract and supplier management activity across a range of commercial areas.
- Building excellent working relationships with peers, colleagues, customers, suppliers and other external stakeholders.
- Providing prompt procurement system advice to buyers, across the business, to enable compliance and best practice.

- Providing timely returns and accurate statistical data as required ensuring that commercial data is recorded.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Performance Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,

  make continuous progress throughout your apprenticeship by meeting targets, regularly logging apprenticeship activity (off the job learning), completing assignments and being responsible for your own learning and additional personal and professional development.
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

Your primary work base will be at Guildhall, Shrewsbury with the requirement to regularly work from home.
Your post is subject to the following:

- The post is permanent, for 37 hours per week,
- Normal office hours are 8am to 6pm Monday – Friday. Occasional evening and weekend work may be required,
- The post is subject to the Council's annualised hours scheme as implemented within the specific work area.

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.

Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days).
Two days of an employee's allowance (pro rota for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rota) can be carried over into your next leave year but must be used by the end of March.

The appointment is subject to one month's notice in writing on either side.

The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

All applicants who are appointed to this post will be subject to a **Basic Disclosure check** once the appointment is confirmed. This check will include details of any unspent convictions under the Rehabilitation of Offenders Act 1974.

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence