

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Procurement Apprentice	JEID	X0002
Salary Grade:	Apprenticeships Pay Scale		
Team:	Procurement		
Service Area:	Commissioning Support Unit		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Procurement Delivery Lead		
Responsible for:	-		

#### Role Purpose

The role will focus on providing support to both members of the procurement team and the wider Authority.

This support will be developed by gaining an understanding of all functions of procurement; from project scoping to completion including understanding of approval stages, the tendering cycle, preparation of evaluation documents and managing the process, contract award, contract registers, forward procurement plans, social value, ethical issues, and supplier relationships through contract management.

The skills and knowledge gained from his role will support the post-holder to complete the Level 3 Procurement and Supply Assistant apprenticeship qualification.

#### Role Responsibilities

- Assist with the procurement process for contracts under supervision. This includes contract management, data collation, benchmarking, and preparation of documents, relationship management and ensuring high commercial standards across the council. It will involve learning about and working with all elements of the authority, including social care, ICT, highways, waste, and customer services.
- To communicate with stakeholders and partners as required, building relationships and contributing to the engagement activities of the department. Developing interpersonal skills and becoming confident to understand the complexities of business within a regulated environment.

- Acting as an advocate for the department, sharing good practice and representing the aims and policies of the Council in a friendly and professional manner. Establishing the foundation for a career working within an authority that both commissions and delivers services to both the general public and other complex organisations (eg. health, police, and other governmental bodies)
- To undertake all administrative, business support and clerical roles as requested by the procurement team, providing effective support and completing to a high standard. This includes supporting and preparing for meetings alongside other administrative duties.
- Support additional day-to-day activities of the department, including office operations and diary management.
- Answer enquiries to the department: by phone, e-mail or letter and forwarding information onto relevant staff. Manage information including maintenance of document and IT systems, record & archive management and confidential file disposal.
- Ensure all tasks and responsibilities are completed to agreed timescales with a high standard of accuracy.

As one of a number of Procurement Apprentices within the Council, the post is interchangeable and therefore post holders may be required to assume responsibility for various areas of expenditure as required.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

A basic level of numeracy, literacy and ICT skills. At least five GCSE's at grade A* - C / 9-4 including English and Maths	A,D
Good administration and organisational skills	A,T,I
Good interpersonal and sound communication skills	A,T,I
Ability to handle challenging situations	T,I,P
The ability to work as a part of a team	A,I
The ability to work accurately under pressure	A,T,I
The ability to work on own initiative	A,I
Self-motivated	A,I
Flexible attitude	A,I
Demonstrates a proactive attitude	A,I

### Desirable Criteria

Assessed By:

Wishes to play an integral part within an actively progressive environment	A,I
Experience of business administration processes	A,I

Commercial focus or business background	A,I
Experience of customer service environment	A,I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)

<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	