



Job Description

Procurement Trainee Apprentice

Working Hours	35 hours per week, Monday to Friday
Base	Hybrid 2-3 Office days based in London WC1, one day remote learning, one day home working
Contract	2 Year FIXED TERM Apprenticeship
Salary	£20,000
Responsible to:	Senior Category Manager
Responsible for	N/A
Effective from	TBC

STATEMENT OF JOB PURPOSE:

Train to become a procurement professional by obtaining either the Level 3 or Level 4 Apprenticeship Standard for Procurement and Supply. This is subject to the entry qualifications of the successful candidate.

MAIN DUTIES AND RESPONSIBILITIES:

Key to the role is the provision of procurement support services to LUPC and our members.

Procurement Support Services

1. Administration of tender documentation and processes on e-procurement system
2. Provide support to Category Managers across the procurement lifecycle as required
3. To provide additional procurement support services as and when directed by your line manager.

Tender Activity

4. Assist in developing and implementing category and tender strategies which maximise value for

money for members of LUPC and the wider sector with supervision and mentoring provided by LUPC Category Managers.

5. Assist with all stages of the tender process with supervision and mentoring provided by LUPC Category Managers. Including market research and engagement, drafting documentation, publication of notices, evaluation and implementation using designated procurement platforms.
6. Assist with drafting of Selection Questionnaire (SQ) process for publication as part of the tender process.
7. Assist with evaluation of Selection Questionnaire responses and recommendations to Category Manager.
8. Work with Tender Working Parties/Groups to assist with all stages of the tender process for both LUPC led framework agreements as well as those led by UKUPC partners using designated

Contract Management

9. Assist with ongoing management of framework agreements including updating of databases, internal documentation, and associated processes.
10. Assist with ongoing supplier relationship management.
11. Assist the Data Analyst in the gathering and review of Management Information from suppliers and reported against Frameworks on a quarterly basis.
12. Utilise current Contract Management tools to conduct trend and market analysis.

Procurement Administration

13. Provide administrative support to colleagues through all stages of the tender process and ongoing contract management.
14. Perform audit work post tender to support compliance throughout the tender process.
15. Assist with the maintenance and development of the relevant contract databases and records.
16. Monitor records to support the framework extension and renewal process in compliance with the Contracting and Contract Management Procedures.

Responsible Procurement

17. Ensure all work is carried out in line with Responsible Procurement practices, embedding sustainability with consideration for social, environmental and economic factors.
18. Responsible for the gathering and upkeep of sustainability documentation on the contract database.

19. Under the supervision of the Responsible Procurement Lead, contact and gather data on social value work, carbon emissions, and sustainability practices.
20. Prepare sustainability information for publication on a variety of platforms i.e. website, Linked magazine, member bulletins and the Annual Report to members.

Customer Service

21. Engagement with customers to ensure timely responses to customer enquiries and delivering excellent customer service.
22. Build relationships with internal and external stakeholders to enhance organisational reputation and representation of LUPC.
23. Attend internal and external meetings where required and action any meeting outcomes.

Training

24. Actively participate in all workshops and webinars provided by designated CIPS provider, engage in self-guided learning, undertake required coursework and all examinations to achieve [Level 3] [Level 4] Procurement Apprenticeship and CIPS Level 4 Diploma within identified timescales.
25. Undertake placements within Member institutions as directed. The duration of placements may vary depending on support and training requirements.

Other

26. Work with staff from member institutions to ensure that LUPC, the other Consortia and their members achieve the highest possible standards in probity and compliance throughout all aspects of contracting activities including compliance with The Chartered Institute of Purchasing and Supply's Ethical Code and all of LUPC's policies.
27. Protect the reputation and brand of LUPC, UKUPC and Member institutions.
28. In addition to the duties and responsibilities listed, the post holder is required to perform other duties assigned by the Director, Deputy Director and Line Manager consistent with the post.

Health and Safety

29. Whilst at work all staff are required to:
 - Take care of their own health and safety and that of others who may be affected by the acts and omissions.
 - Co-operate with LUPC's HR policies and procedures for health and safety.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Professional & Technical Qualifications	<ul style="list-style-type: none"> • GCSE qualifications. 	<ul style="list-style-type: none"> • A-Level
Experience & Job Knowledge	<ul style="list-style-type: none"> • Experience or understanding of, or the use of Microsoft Office: Word, Excel and PowerPoint. • Self-discipline in a workplace or education environment to show the achievement of goals. 	<ul style="list-style-type: none"> • Experience of working on own initiative. • Experience of delivering excellent customer service
Skills & Competencies	<ul style="list-style-type: none"> • Ability to study in own time to complete professional qualifications. • Ability to build relationships with a diverse range of people. • Self-motivation 	
Personal Qualities	<ul style="list-style-type: none"> • Honest, reliable, good timekeeping and understanding of the need for confidentiality • Communication skills (written and oral) and capable of dealing with staff of all levels. • Prepared to work as part of a team using practicality and innovation to resolve problems. • Organisational skills including calendar management and the ability to meet tight deadlines 	
Other	<ul style="list-style-type: none"> • Prepared to undertake limited travel around the UK 	