

Northumberland County Council

JOB DESCRIPTION

Post Title: Procurement Apprentice		Director/Service: Finance – Corporate Commissioning and Procurement Service		Office Use
Band: 3		Sector: Transformation and Resources		JE ref:
Responsible to: Line Manager		Date: June 2025	HRMS ref:	
Job Purpose: Support the development of procurement projects to help the Service achieve its strategic objectives. You will work as part of our team of procurement professionals, focussed on the development and delivery of procurement solutions, whilst also developing key skills and knowledge through a combination of real-world experience and dedicated training. The role is diverse and your responsibilities will increase as progress is made through your apprenticeship.				
Job Context:				
Resources	Staff	None		
	Finance	Influence on external third party spend		
	Physical	Maintains corporate databases that are commercially sensitive		
	Clients	Regular contact with Operational Managers across the organisations. Occasional contact with Senior Managers		
<p>Duties and key result areas: Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the post holder. You will complete apprenticeship training to enable you to develop into the responsibilities below:</p> <div><div>1. To attend all apprenticeship training towards the following qualifications and successfully complete End Point Assessment:<ul style="list-style-type: none">Level 4 Commercial Procurement and Supply (includes CIPS Level 4 Diploma)Level 5 CIPS Advanced Diploma in Procurement and SupplyLevel 6 Senior Procurement Supply Chain Professional (includes CIPS Level 6 Professional Diploma in Procurement and Supply)</div><div>2. Prepare procurement documentation for review and approval by line manager within the required timescales and to the required standard.</div><div>3. Undertake appropriate low value/low risk procurement projects, as directed to ensure timescales and outcomes are delivered.</div><div>4. With support, gain knowledge and participate in relevant internal and external working groups/ projects, services and initiatives to provide project information and specialist procurement and commercial advice/expertise to the different Service stakeholders.</div><div>5. Adopt the Council's processes, policies and guidance to safeguard consistency, quality and achievement of desired outcomes.</div><div>6. Support stakeholder management, liaising with suppliers and wider stakeholders in a professional, customer-focused manner.</div><div>7. Utilise digital tools and systems to maximise efficiency and ensure compliance.</div><div>8. Undertake data analysis and collate management information accurately and within timescales.</div><div>9. Produce correspondence, tender documentation, and presentations to a high standard.</div><div>10. Communicate in a professional manner with diverse stakeholders in writing, by telephone and in-person.</div><div>11. Other duties appropriate to the nature, level and grade of the post.</div></div>				
<p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. Expenditure/Portfolios of spend areas assigned may change as the Procurement work programme will be driven by stakeholder demand for procurement activity</p>				
Work Arrangements				
Physical requirements:		Activities normally undertaken in a seated position with some walking, bending or stretching and an occasional need to lift or carry.		
Transport requirements:		N/A		

Working patterns:	37 hours per week, day work. Flexible working hours may apply provided staff work collaboratively to provide cover for services.
Working conditions:	Minimal exposure to disagreeable, unpleasant or hazardous conditions.

Northumberland County Council

PERSON SPECIFICATION

POST: Apprentice - Procurement	SERVICE: All Directorates	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
<ul style="list-style-type: none"> 4 GCSEs (Grades 9-4/A*- C) or equivalent qualification (must include Maths and English Language). Achievement of (or studying towards) 3 A Levels (or equivalent qualifications) worth 120 UCAS points (Predicted or Obtained) 		a/i
Experience		
<ul style="list-style-type: none"> Use of IT applications such as Microsoft Office e.g. Excel, Word, Outlook, Teams or similar. 	<ul style="list-style-type: none"> Experience of working in a customer service environment or volunteering in the community 	a/i
Skills and competencies		
<ul style="list-style-type: none"> Good communication skills. Ability to work as part of a team. Ability to make decisions. Ability to problem solve. Ability to be proactive and forward thinking Good organisational skills to meet the demands of the role whilst engaging in apprenticeship training. Adaptable and able to deal with changing priorities. Supportive and effective team player. Ability to engage with service users and members of the public. Clear and logical thinking required to deal positively with problems occurring within normal work routine with guidance. 	<ul style="list-style-type: none"> Able to type and set out an e-mail or Word document quickly and accurately. Ability to deal with routine and non-routine enquiries as first point of contact. 	a/i
Physical, mental and emotional demands		
<ul style="list-style-type: none"> Normally works in a seated position with some standing, walking, stretching or lifting. Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands. 		a/i
Motivation		
<ul style="list-style-type: none"> Reliable and keeps good time. Ability to work flexible hours. Demonstrates enthusiasm for obtaining an procurement related qualification. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and diversity in all aspects of work. Appropriately follows instructions to achieve set objectives. Works collaboratively to achieve team spirit. Adapts to change by adopting a flexible and cooperative attitude. 		a/i
Other		

--	--	--

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits