

## Modern Apprentice Procurement Support Assistant

Reference No.	A4867	Type	Individual
Service	Revenue & Commercial Services, Procurement		
Job Family	Para-Professional 1	Anticipated Grade	FC3 50% Year 1 80% Year 2

### Purpose

Under supervision, the apprentice will provide support to contract owners both in Corporate Procurement and areas that have devolved procuring authority on all aspects of regulated Procurement activity to ensure compliance and reporting is adhered to and accurate.

The postholder will be working towards the SVQ Level 3 Procurement qualification, provided by the council through an appropriate training provider.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Under supervision, undertaking of routine contract and supplier management and associated reporting to contract owner. This includes the requesting and collating of key contract documentation such as insurance documentation, technical certification etc.	Educated Qualified to SCQF level 5, which includes National 5's or equivalent.  Ability to understand, interpret and apply the relevant procedures.	✓  ✓	

# Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
	Good oral and written communication skills.  Ability to communicate effectively with people at all levels, both internal and external.	✓  ✓	
For high volume contracts, collating of statistical information and reporting in relevant contract systems/records. This includes but is not limited to Contracts Register (including qualitative data), Community Benefits, Savings & Benefits etc.	Ability to use own initiative.  Experience of preparing, processing and producing a variety of documents.  Experience of using current computer based applications	✓  ✓  ✓	
Creating and publishing of high-volume contract notices on tendering portal and/or creation and issue of contract award/reject/variation letters.	General office admin experience  Experience of working within a public sector or highly regulated environment  Organisational skills  Accuracy and attention to detail	✓   ✓  ✓	✓
General housekeeping audits including working with contract owners to ensure all processes and tasklists up to date and accurate.	Team working skills  Ability to provide a regular and effective service	✓  ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required - none</b>	
<p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
<b>Additional Information – the following information is available:</b>	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>