



Job Description

Procurement Trainee Apprentice

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| Working Hours | 35 hours per week, Monday to Friday |
| Base | Hybrid 2-3 Office days based in London EC3, 2-3 Home working days (inc remote learning obligations) |
| Contract | 2 Year Apprenticeship |
| Salary | £23,933 |
| Responsible to: | Senior Category Manager |
| Responsible for | N/A |
| Effective from | February 2025 |

STATEMENT OF JOB PURPOSE:

Train to become a Procurement professional by obtaining the CIPS Level 3 and/or Level 4 Apprenticeship Standard for Procurement and Supply (this is subject to the entry qualifications and experience of the successful candidate).

Key to the role is the provision of procurement support services for LUPC's Senior Category Managers. This is detailed in the following "Main Duties and Responsibilities" and "Person Specification" sections.

In addition, the role will provide the following support:

- To assist in the promotion of LUPC's portfolio of Framework Agreements.
- To support the Senior Category Manager(s) in the delivery of Category Group Meetings, Category Review Meetings and other activities associated with Frameworks
- To support the Responsible Procurement Lead in the delivery of company objectives for responsible procurement, sustainability and other associated support as needed
- On an ad-hoc basis, LUPC Members may need support from the Procurement Trainee, which will be agreed with the Line Manager.

MAIN DUTIES AND RESPONSIBILITIES:

Procurement Support Services

1. Administration of tender documentation and processes on e-procurement system(s)
2. Provide support to Category Managers across the procurement lifecycle as required and directed by Line Manager
3. Provide additional procurement support services as and when required by LUPC members with support provided by Senior Category Manager(s)

Tender Activity

4. Provide research and support with category and tender strategies which maximise value for money for members of LUPC with supervision and mentoring provided by LUPC Senior Category Manager(s)
5. Assist with all stages of the tender process with supervision and mentoring provided by LUPC Senior Category Manager(s) including market research and market engagement, using designated procurement processes and e-procurement portal(s)



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6. Responsible for gathering responses and drafting Selection Questionnaire (SQ) feedback for the Senior Category Manager(s) and presenting said feedback in a suitable format with recommendations to the Senior Category Manager(s)
7. Work with Tender Working Parties/Groups to assist with all stages of the tender process for both LUPC led Framework Agreements and those led by UKUPC partners using designated e-procurement portal(s)

Contract Management

8. Assist with the ongoing management of Framework Agreements including updating of databases, internal documentation, and associated processes ensuring information is kept up to date on all systems used by LUPC
9. Assist with ongoing Supplier Relationship Management where appropriate and applicable. This includes scheduling meetings, taking minutes and providing any other support required by the Senior Category Manager(s)
10. Work with LUPC's Data Analyst in the gathering and review of Management Information from suppliers and report against Frameworks on a quarterly basis.
11. Conduct research across commodities to support trend and market analysis work which will feed into Contract Management work undertaken by the Senior Category Manager(s)

Procurement Administration

12. Provide administrative support to Senior Category Manager(s) across all stages of the tender process including ongoing contract management.
13. Assist with the maintenance and development of relevant contract databases and records.
14. Monitor records to support Framework extensions and renewal processes in compliance with the LUPC Procurement Policies

Responsible Procurement

15. Ensure all work is carried out in line with Responsible Procurement practices, embedding sustainability into all areas of work with consideration for social, environmental and economic factors.
16. Responsible for the gathering and upkeep of sustainability documentation on all systems including but not limited to contract databases
17. Under the supervision of the Responsible Procurement Lead, contact and gather data on social value work, carbon emissions, and sustainability practices.
18. Under the supervision of the Responsible Procurement Lead, evaluate and quality check responses and reports on LUPC's RP Hub



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19. 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

20. Respond in a timely manner to customer enquiries and deliver excellent customer service.
21. Build relationships with internal and external stakeholders to enhance organisational reputation and representation of LUPC including but not limited to supporting Line Manager in the delivery of Early Career Networking events on a quarterly basis
22. Attend internal and external meetings where required, action any outcomes and provide comprehensive notes to Line Manager where appropriate

Training

23. Actively participate in all workshops and webinars provided by designated CIPS provider (Central Business School), engage in self-guided learning, undertake required coursework and all examinations to achieve Level 3 and/or Level 4 Procurement Apprenticeship and CIPS Level 4 Diploma within identified timescales
24. Undertake placements within Member institutions as directed. Minimum of three (3) placements. The duration of placements may vary depending on support and training requirements
25. Actively participate in all workshops, webinars and training provided by LUPC relevant to the role

Other

26. Work with staff from Member Institutions to ensure LUPC, 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. Undertake presentations and seminars as required and represent LUPC and/or other HE consortia on national HE and other sector bodies as required
28. Protect the reputation and brand of LUPC, UKUPC and Member institutions including working in a manner which promotes confidentiality, trust, transparency and respect
29. In addition to the duties and responsibilities listed, the post holder will be required to perform other duties assigned by the Director, Deputy Director and their Line Manager consistent with the post
30. Be a self-starter, proactive in the approach to work and study with the ability to prioritise business requirements alongside study and other commitments outside of the work environment



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PERSON SPECIFICATION

| Criteria | Essential | Desirable |
|---|--|--|
| Professional & Technical Qualifications | <ul style="list-style-type: none"> • GCSE qualification in Maths and English at Grade C / Level 2 and above | <ul style="list-style-type: none"> • A-Level |
| Experience & Job Knowledge | <ul style="list-style-type: none"> • Experience in 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, demonstratable customer service • An understanding of the principles of Procurement |
| Skills & Competencies | <ul style="list-style-type: none"> • Motivated to study to complete professional qualifications including study in own time • Ability to build relationships with a diverse range of people • Self-motivated and able to prioritise workloads | <ul style="list-style-type: none"> • Presentation skills • Meeting minutes and Report writing skills • Data analysis skills |
| Personal Qualities | <ul style="list-style-type: none"> • Honest, reliable, good timekeeping and understanding of the need for confidentiality • Able to communicate confidently and clearly in both written and verbal forms • 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 • Commitment to the role across the life of service which demonstrates a high level of professional standards, confidence and a proactive approach • Presentable, smart and confident in their appearance and demeanor whilst at work including home working | |
| Other | <ul style="list-style-type: none"> • Prepared to undertake travel around the UK and work flexible hours as required. | |