



Job Title:	Graduate Trainee – Procurement
Function:	Corporate and Customer Services
Document Date:	28/01/2021
Grade:	G
Job Field:	Procurement

Job Purpose

The Graduate procurement Trainee will undertake a comprehensive programme of training and development through individually planned placements within the Procurement Department over a two-year period in order to gain a broad base of procurement experience. The role will require successful study for a professional procurement qualification, with the expectation that the second stage of the relevant qualification will be completed within a two-year time frame.

The individual will be expected to contribute to all aspects of category and contract management, as well as project work and sourcing, to ensure that all spend reflects the best interests of Essex and its residents, supplier relationships are maintained and the authority continues to achieve best value.

The individual will provide high quality advice and information to procurement colleagues and stakeholders to contribute to effective decision making, that meets the governance and budgetary requirements of the council. They will liaise with both internal and external stakeholders to establish mutual goals, deliver savings, and contribute the delivery of a high performing, people-focused procurement function.

Service/Functional Accountabilities

Fulfil a planned programme of sub team rotations in the procurement function across the various teams; Place, Corporate, Strategy and Assurance, Adults with Disabilities and/or Older People.

Within each placement, achieve high standards and demonstrate the deliverable outcomes as agreed at the start of the placement.

Study toward MCIPS accreditation, achieving the first two levels within the two-year graduate scheme.

Deliver robust research and analysis to ensure category plans are relevant, useful and informative. Use these plans to create short, medium, and long-term strategies and action plans for individual categories.

Remain up to date with market conditions, shaping markets to achieve organisational goals and responding to change efficiently.

Leading the delivery of low risk sourcing processes, ensuring compliance with the Authority's Procurement Policy and Procedures.

Supporting on large sourcing projects and ensuring compliance and best practice, with the opportunity later in the scheme to run them.

Manage contracts and top tier suppliers to ensure that performance standards are achieved and any contractual, commercial or market risks are identified; to ensure appropriate mitigations put in place

Supporting the Strategy and Assurance sub team to develop policies and procedures that promote cross functional, best practice ways of working.

Skills, Knowledge and Experience

Minimum 2:1 degree in any discipline or equivalent qualification

Working knowledge and understanding of Microsoft office packages

Ability to communicate effectively with people at all levels

Ability to contribute to proposals and decisions

Ability to work cooperatively with others to successfully achieve tasks and deliver results

Willing to assist in developing solutions to tackle problems and achieve outcomes

Ability to reviews own performance and progression as to learn from successes and setbacks

Willing to seek feedback and use it to grow

Ability to build relationships with others, both internally and externally to the organisation

Organisational Behaviours/Professional Competence

Please click below to access the link to:-

[Organisational behaviours](#)
