

 ROLE PROFILE

|  |
| --- |
| **Role Profile** |
| **Job Title** | Supply chain/Procurement Apprentice (SCA) |
| **Section** | Business Services | **Department** | Business Support |
| **Reports to** **(Job Title)**  | Procurement Manager |  |  |
| **Suitable for Job Share (Y/N)** | N | **If no, state reason**  | Requirement to provide a consistent service to customers |
| **Location** | Building 2, Derriford Business Park, Plymouth with travel to other Delt/Customer sites as required | **Shift Pattern** | Office hours as per company terms and conditions |
|  |  |  |  |

|  |  |
| --- | --- |
| **Job Purpose** | The SCA will gain an understanding and practical experience of operational procurement including the issuing off purchase orders and expediting activitiesThey will contribute to supplier performance management and providing excellent customer service tor requisitioner and ensuring service level satisfaction.The SCA will participate in supplier due diligence activities, maintaining records and reporting on compliance and any emerging risk. They will actively participate in continuous improvement activities within the team and the supply base to contribute to the delivery of value to the company, its shareholders and customers.The SCA will learn public procurement regulations and how to apply them with agility to ensure the very best outcome for our customers.They will participate in the production of category strategies and contracting activities and gain experience in data analytics, strategy creation and execution and supplier relationship managementThey will provide general administration support to the Procurement Team in relation to maintaining the contracts register, arranging supplier/contract review meetings.The SCA will develop their collaboration skills and be comfortable interacting with suppliers, customers and colleagues at all levels in a teams based environment |
| **Key Competencies and Output** | * Be values driven and show high levels of reliability and dependability
* Passionate about learning and participating and creating amazing outcomes
* Able to work as part of a team and build strong relationship with co-workers and stakeholders
* Have a keen interest in purchasing and supply
* Demonstrate a strong aptitude for and interest in commercial and numerical based subject matter
* Be methodical and organised with experience of having delivered in a deadline focused work environment.
* Have a robust work ethic and be willing to take responsibility for personal, academic, and vocational development

The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed. |
| **Experience, Knowledge, Skills and Qualifications** | A minimum of 5 GCSEs at grade C /4 or higher (of equivalent)Microsoft Office experienceAbility to communicate effectively and to problem solveExperience in a customer focussed role would be an advantageExperience in a buying environment would be an advantage. Having knowledge or interest in IT products and solutions and their application would be an advantage |
| **Corporate Standards** | In accordance with Delt’s organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.All employees must always act in accordance with appropriate legislation and regulations, codes of practice and Delt’s policies and procedures.All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.Undertake all duties with regard to the Delt equalities policy and relevant legislation.In a ‘people first’ environment, the post holder must both be aligned and aspire to Delt’s values and expected standards of behaviour for them and their team(s). |