

ROLE PROFILE

Role Profile			
Job Title	Procurement Apprentice		
Section	Business Services	Department	Procurement
Reports to (Job Title)	Senior Procurement Officer		
Suitable for Job Share (Y/N)	N	If no, state reason	Requirement to provide a consistent service to customers
Location	B2 in Plymouth or Orchard Court Exeter	Shift Pattern	Office hours as per company terms and conditions, office based predominantly

Job Purpose	<p>The procurement apprentice will gain an understanding and practical experience of operational procurement including the issuing of purchase orders and expediting activities.</p> <p>They will contribute to supplier performance management and will provide excellent customer service to the requisitioner and ensure service level satisfaction.</p> <p>They will participate in supplier due diligence activities, maintaining records and reporting on compliance and any emerging risk.</p> <p>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.</p> <p>They will learn public procurement regulations and how to apply them with agility to ensure the very best outcome for our customers.</p> <p>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 management.</p> <p>They will provide general administration support to the Procurement Team in relation to maintaining the contracts register, arranging supplier/contract review meetings.</p> <p>They will develop their collaboration skills and be comfortable interacting with suppliers, customers and colleagues at all levels in a teams-based environment.</p>
Key Competencies and Output	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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. <p>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.</p>
Experience, Knowledge, Skills and Qualifications	<p>A minimum of 5 GCSEs at grade C /4 or higher (of equivalent) Microsoft Office experience Ability to communicate effectively and to problem solve Experience in a customer focussed role would be an advantage Experience in a buying environment would be an advantage. Having knowledge or interest in IT products and solutions and their application would be an advantage</p>
Corporate Standards	<p>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.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delt’s policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p> <p>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).</p>