

Trainee Procurement & Business Support Officer

Role Profile

Service: STAR Procurement - Strategy & Resources Directorate
Band: Band 3
Reporting to: Category Manager
Responsible for: No direct reports



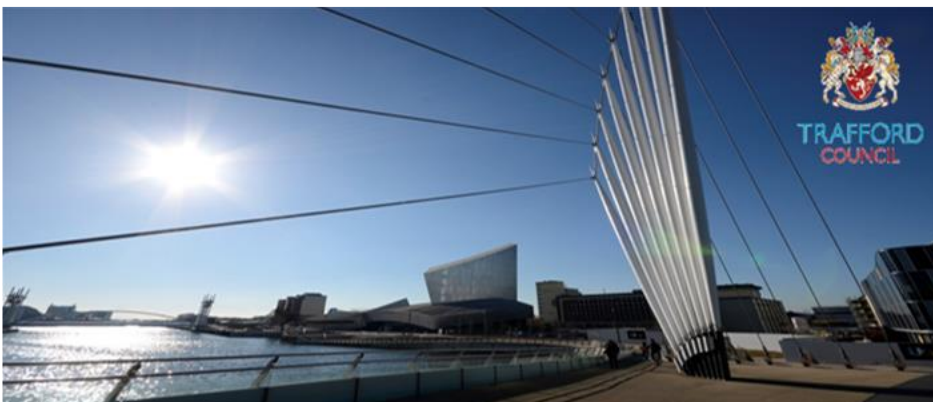
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

STAR Procurement is the collaborative procurement service for 6 councils - Rochdale, Stockport, Tameside, Trafford, Knowsley and St. Helens. We sit strategically alongside our partners and support them in the delivery of an excellent procurement service. You will contribute to this service provision by providing support and assistance to the STAR Procurement team whilst undertaking studies with the Chartered Institute of Procurement and Supply (CIPS).

Your Main Priorities

- Provide support and assistance to the STAR Procurement team in the provision of procurement advice and support to client departments and partner organisations, as well as administration support across STAR and supporting the Business Improvement function.
- Undertake studies in line with the professional development scheme offered by the Chartered Institute of Procurement and Supply (CIPS), commencing at a level appropriate for their qualifications / experience.

Key duties

(Actual duties/responsibilities will develop as the Trainee develops practical knowledge and experience within STAR Procurement and in line with professional studies)

- Developing a thorough knowledge and understanding of STAR's procurement and contract management procedures, to enable the provision of associated advice and support to client departments and partner organisations.

- Developing knowledge and expertise to be able to provide advice, guidance and support to client departments and partner organisations on the full range of tendering processes and in the creation of tender documentation, or in specific circumstances, to produce documents for use in tendering processes.
- Supporting the wider STAR team with administration duties and work closely with the business improvement function.
- Assisting in investigating areas from the supported Councils' spend from which savings can be achieved.
- Undertaking a range of other procurement and contract management related duties, as directed.
- Working closely with the STAR team on the full range of support services provided by STAR Procurement in relation to procurement processes and contract management and wider administration duties.
- Undertaking data and spend analysis.
- Maintaining marketplace catalogues and publish procurement related information to demonstrate transparency in line with government policy.
- Assisting the STAR team to periodically review Contract Procedure Rules and review/update both its Procurement Strategy and Business Plan.
- Undertaking project work as directed by the Director of Procurement to achieve continued improvement in the delivery of the service provided by STAR Procurement.
- Supporting colleagues as required, at meetings with Elected Members, Service Managers and outside bodies whilst carrying out the above duties.
- Providing a prompt and helpful response to customer and supplier enquiries.
- Undertaking a range of general administrative duties.
- Undertaking any other duties as required commensurate with the post and which may be required from time to time.

About You

Qualifications and Professional Development

- GCSE Grades A-C in English and Maths
- Possession of a CIPS Certificate OR Advanced Certificate in procurement and supply operations OR level 2 NVQ
- Evidence of and commitment to continuing personal and professional development

Experience and Knowledge

- Evidence of experience working in a business environment, and working knowledge of Microsoft packages, in particular Excel and Word.

- Experience of data collection and in the use of management systems
- Experience of managing workloads and meeting deadlines
- Basic understanding of business and commercial contexts
- Understanding of procurement & contract management processes
- Commercial awareness and understanding of financial administration

Skills and abilities

- Excellent communication and interpersonal skills with the ability to communicate effectively with all customers, including written, verbal and electronic formats
- Excellent analytical and numeracy skills with attention to detail
- Ability to demonstrate good numerical skills
- Ability to prioritise workload and be effective in time management, capable of working on own initiative, but also as part of a team
- Ability to adhere to established procedures
- An adaptable, flexible approach to working arrangements and duties

Special Conditions

- Willing and able to travel to sites within the Trafford Borough

Date prepared/revised	July 2018 / 1.8.24 transferred to new template and reviewed/refreshed
Prepared/revised by	KH/LC / L Shellabear
Job Evaluation	July 2018

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.