

Job Profile

JOB TITLE: Procurement Assistant

GRADE: Apprentice

REPORTING TO: Senior Category Manager

What this role's all about ...

As an Apprentice Procurement Assistant, you'll support our team of Category Managers to deliver procurement activity across believe housing. You'll help us put the right contracts and suppliers in place for the goods, services and works our teams need, while building your knowledge and skills through a mix of on the job experience and dedicated apprenticeship training.

Our procurement team leads the sourcing of goods, services and works for believe housing, spending around £75 million each year with suppliers. We run competitive procurement exercises, establish and manage contracts, and make sure we meet internal governance requirements and the Procurement Act 2023, always aiming for value for money and sustainable, long-term solutions for County Durham and our tenants.

On a typical day, you might help gather requirements from colleagues, request and compare quotes, check supplier documentation, update procurement records, and respond to supplier or stakeholder queries. You'll also support end-to-end smaller-value procurement projects (typically under £100k), from issuing requests and handling submissions through to correspondence and supporting contract set-up and ongoing contract administration.

You will support category managers with:

- the ongoing contract management of procurement solutions to ensure expected outcomes are achieved.
- development of larger, more complex requirements, including receipt of tender responses and evaluation of those responses
- carrying out contract management meetings to ensure that the operational performance and value is achieved and the expected benefits are realised from all contractual relationships.
- developing, implement and operating a supplier evaluation process to be used
- development and implementation of social value as part of the procurement process, ensuring the delivery of social, economic and environmental benefits across the Durham community.

Here's what you can expect ...

- a warm welcome and structured induction, so you understand how we work, our procurement policies and the support available to you
- a named supervisor and day-to-day support from Category Managers, with regular check-ins to help you build confidence and develop your skills
- protected time and support for apprenticeship learning and to build your portfolio, alongside hands-on experience in a busy procurement function
- exposure to a variety of procurement activity, from identifying requirements and requesting quotes, through to supporting tenders, supplier communication and contract administration
- opportunities to support smaller-value procurement projects (typically under £100k), helping you learn the end to end process in a supported environment
- the chance to build professional relationships with internal stakeholders and suppliers, and develop clear, confident communication
- support to understand compliance and governance (including the Procurement Act 2023), and how we achieve value for money and social value in our work.

What you'll learn ...

You'll work towards the Level 3 Procurement and Supply Assistant Apprenticeship Standard. Along the way, you'll build a portfolio of evidence to show what you've learned across the required knowledge, skills and behaviours, and you'll complete an end-point assessment, including a work-based project and presentation. You'll learn how to support the end-to-end procurement process, from raising requirements and getting quotes/tenders, to placing purchase orders and supporting purchase-to-pay, accurate record keeping and supplier/stakeholder communication—while following procurement policies, supporting value for money and meeting service levels.

You will:

- Help to source goods and services by gathering requirements, requesting quotes and comparing options for value for money
- support the purchase order process (raising POs, chasing approvals and tracking deliveries) to help keep suppliers and internal teams on schedule
- build professional relationships with suppliers and stakeholders, responding to queries and helping resolve issues in a helpful, timely way
- keep accurate procurement records and supporting purchase-to-pay activities (e.g., matching invoices to POs/receipts) while following policies and confidentiality requirements.

What you'll need to get the job done ...

We don't expect you to know everything as this is a learning role, but we'd love you to bring some of these qualities.

Skills	Qualifications
<ul style="list-style-type: none"> • Enthusiastic and eager to learn • Confident in delivering an excellent customer service • Organised and pay attention to detail • Confident in communicating clearly both spoken and written • Ability to work as part of a team and independently • Happy to ask questions and take feedback • Basic IT skills (e.g. Microsoft Office) • Understands the importance of confidentiality • Likes helping people solve problems 	<ul style="list-style-type: none"> • Level 2, Grade C/4 and above in Maths and English.

It'll be great if you also bring ...

- an interest in a career in Procurement
- experience in a customer service or administrative role (can be voluntary or part-time).