

## Job Description

Role title	<b>SEC – Trainee Procurement Partner</b>	Directorate	Procurement
Salary	<b>Salary £29,058 + £1800 car allowance + bonus</b>	Department	South East Consortium

Accountable to	SEC – Senior Procurement Partner
Accountable for:	

### **Job purpose:**

Responsible for:

1. Developing knowledge of frameworks, DPS's and the regulations that govern them.
2. Developing knowledge and experience of full end to end tendering.
3. Delivering compliant framework call offs and DPS competitions for a diverse range of customers. Support recommendations on customer routes to market.
4. Supporting the SEC team by assisting with various forms of DPS, framework and tendering data.
5. Supporting the SEC team in utilising electronic systems to support tendering
6. Working with the SEC team in reviewing SEC framework and DPS tender processes to ensure they remain current and compliant

### **Principal accountabilities:**

1	Work under supervision to deliver procurement projects, in line with specific customer objectives. Take guidance and develop understanding on agreed procurement routes, market engagement, the procurement offer and processes.
2	Develop understanding of how SEC supports customers through the initiation, procurement and contract mobilisation activities.
3	Support the SEC Operations Team with key procurement exercises including the delivery of frameworks and DPSs.
4	Work under supervision to support SEC Operations function through (but not limited

	<p>to):</p> <ul style="list-style-type: none"> <li>• issue and receipt of tenders</li> <li>• completion of cost evaluations</li> <li>• facilitation of evaluations</li> <li>• creation of tender reports</li> <li>• formatting and issuing of frameworks</li> <li>• initial SQ evaluations and processes</li> <li>• document collation and clarifications</li> <li>• data entry of successful suppliers and contracts onto key systems</li> </ul>
5	Collate relevant framework performance data and work with customers and framework contractors to ensure performance data/pricing is provided accurately and consistently.
6	Provide general administrative support to the team and SEC customers.
7	Support the team to create, maintain and enhance effective working relationships with key stakeholders.
8	Represent SEC in a professional way at all times.

**Relationships:**

- SEC Members and framework users
- Framework service providers
- Future customers

**Person specification:**

1	<p><b><u>Knowledge/Experience</u></b></p> <p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Minimum of A levels graded A-C or equivalent (such as IB), HNC/HND in a business related qualification</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Awareness of housing &amp; asset management delivery</li> <li>• Awareness of and practical interpretation of the public procurement legislation</li> <li>• Awareness of the housing sector and its purpose and protocols</li> </ul>
2	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Excellent planning and organisational skills – <b><i>Essential</i></b></li> <li>• Excellent research and analytical skills - <b><i>Essential</i></b></li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of presenting information clearly in reports, tables and presentations</li> </ul>
3	<p><b><u>Abilities</u></b></p> <ul style="list-style-type: none"> <li>• Ability to adapt to changing customer demands – <b><i>Essential</i></b></li> <li>• Good knowledge of a range of Microsoft IT packages, especially Excel, and other related systems, including Microsoft Dynamics 365 and procurement platforms – <b><i>Essential</i></b></li> <li>• High degree of resourcefulness and flexibility</li> <li>• Ability to prioritise tasks and meet deadlines</li> </ul>
4	<p><b><u>Behavioural competencies</u></b></p> <p>Team player with strong communication skills</p> <p>SEC has a customer-centric approach and our values are transparency, integrity and credibility.</p> <p>Our culture is important and we're fully committed to ensuring our values are upheld. Our Tone of Voice principles help embed these values and ensure we put the customer at the heart of everything we do.</p> <p>SEC is:</p> <p>Accessible and Supportive Balanced and Honest Expert and Motivating</p>

**Further relevant information**

Travel between sites will be a requirement for this role.

There may be a requirement to attend meetings and other activities outside of normal working hours.

Adopt and comply with strategy and regulatory requirements, organisational values, policies and procedures, including Health and Safety, Equality and Diversity, Procurement, Data Quality & Assurance, Safeguarding, Value for money.

No Job description can cover every issue which may arise within the job at various times and the job holder is expected to carry out other duties from time to time, which are broadly consistent with those described.

Date: September 2024