



Job Description

Role title	SEC – Trainee Procurement Partner	Directorate	Procurement
Grade	Colleague	Department	South East Consortium

Accountable to	SEC – Procurement Manager
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Job purpose:

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.

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	<p>Work under supervision to support SEC Operations function through (but not limited to):</p> <ul style="list-style-type: none"> • issuing and receipt of tenders • completion of cost evaluations • facilitation of evaluations • creation of tender reports • formatting and issuing of frameworks • initial SQ evaluations

	<ul style="list-style-type: none"> document collation and issue of clarifications data entry of successful suppliers and contracts onto key systems.
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><u>Knowledge/Experience</u></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> Minimum of A levels graded A-C or equivalent (such as IB), HNC/HND in a business related qualification <p><u>Desirable</u></p> <ul style="list-style-type: none"> Awareness of housing & asset management delivery Awareness of and practical interpretation of the public procurement legislation Awareness of the housing sector and its purpose and protocols
2	<p><u>Skills</u></p> <ul style="list-style-type: none"> Excellent planning and organisational skills – <i>Essential</i> Excellent research and analytical skills Experience of presenting information clearly in reports, tables and presentations
3	<p><u>Abilities</u></p> <ul style="list-style-type: none"> Ability to adapt to changing customer demands – <i>Essential</i> Good knowledge of a range of Microsoft IT packages, especially Excel, and other related systems such as CRM and other procurement systems– <i>Essential</i>

	<ul style="list-style-type: none"> • High degree of resourcefulness and flexibility • Ability to prioritise tasks and meet deadlines
4	<u>Behavioural competencies</u> <ul style="list-style-type: none"> • Team player with strong communication skills

Date: February 2024