

Apprentice Buyer – Job Description

To be eligible for the apprenticeship programme you will need to be educated to hold a Level 2 in English and Maths.

The successful candidates must be enthusiastic, forward-thinking and have a desire for learning and taking on new challenges. As this role will have a varied and busy workload, it is essential that applicants have excellent time management skills and can demonstrate the ability to organise their workload accordingly. You will also be required to effectively communicate to both internal and external stakeholders of the Procurement Team, in a variety of ways such as face-to-face, telephone and email. A good level of IT skills is essential, candidates must have demonstrable experience of using Microsoft packages such as Word, Excel etc.

Role Purpose:

To provide procurement services to CPI. Specifically assisting and conducting purchasing and other related procurement exercises to acquire a range of goods, works and services in an efficient and timely manner, in a way which maximises value for money and ensures compliance in line with CPI's own protocols and policies, other public procurement legislation and any related grant funding procurement protocols.

Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.

Role specific responsibilities:

- To develop Skills and formal procurement knowledge & experience to carry out the duties below independently, eventually leading all aspects of procurement exercises.
- To assist with tenders and conduct any other procurement exercises when allocated.
- To assist department colleagues to establish procurement needs at an appropriate stage of project lifecycles and deliver effective procurement exercises to deliver to time, quality and budget.
- To maintain a comprehensive and compliant audit trail of all procurements undertaken.
- To liaise with suppliers to provide accurate, appropriate, and timely updates relating to internal clients.
- To liaise with suppliers to coordinate and arrange delivery of goods when required, and to expedite orders efficiently when necessary.
- To ensure accurate information is entered into the CPI Finance system, and that the CPI purchase order system is maintained and is up to date.
- To provide support and conduct transactional and any operational duties at any level of the department.

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- To liaise with stores to ensure goods are delivered, and stock levels are monitored to ensure timely ordering of stock items.
- To assist department colleagues in seeking to maximise value for money while maintaining compliance with CPI procedures, and procurement regulations.
- Escalate issues to Senior leadership Team within the procurement department when appropriate.
- To assist department colleagues in contract management and support to internal clients.
- Any other directly related duties as directed from time to time.

Direct reports: No direct reports

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Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to GCSE level (or equivalent) in Maths, English as a minimum. Willing to work towards the successful completion of CIPS Levels 3 & 4.	CIPS qualified to Level 2 or IoSCM Level 2.

Behavioural Competencies	
Leadership (Core)	Decision Making (Core)
- Respects and values our diverse people and the differing talents, skills and backgrounds that they bring to projects and day-to-day work. - Has a positive influence on those they are in contact with. - Gains the respect and confidence of colleagues and supports them in achieving their goals and targets. - Aligns their behaviours and actions to our PRIDE values, vision and goals.	- Within area of expertise recognises, identifies and defines problems. - Generates and evaluates alternatives, draws conclusion and analyses risk. - Takes timely and correct action using established methods to ensure effective solutions are implemented by working as a team and with and focused outcomes to be delivered.
Communication (Core)	Developing self and others (Core)
- Communicates in a clear and concise manner, covering all relevant points in a timely manner. - Uses the appropriate route and format to communicate. - Confirms understanding of others communication. - Asks questions to understand other people's viewpoints, keeping an open mind and embracing new ideas.	- Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals. - Sets personal development goals and deploys strengths to achieve them. - Takes responsibility for one's own performance and actions, and invites and incorporates feedback from a variety of sources. - Regularly reflects on own capabilities to identify development priorities.

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Collaboration (Core)	Delivery (Core)
- Establishes effective working relationships with other colleagues. - Builds and maintains a network of internal and external contacts. - Actively seeks, values and incorporates different views and ideas to broaden their perspective, embracing differing perspectives and unconventional ideas.	- Plans, prioritises and leads own area of work to deliver specified and agreed outcomes (time and standard). - Accurately scopes out length and difficulty of tasks, and repeatedly estimates correct amount of time needed for tasks. - Refers to lessons learnt from other projects/ tasks with related scope. - Acts with minimal supervision or direction by being purposely empowered to make decisions when needed. - Pays attention to detail and delivers accurate and high quality outputs.

Knowledge and Experience:

Essential:	Desirable:
Experience of using Microsoft Office systems (such as Word, Excel etc.). Self-motivated and able to prioritise work to achieve deadlines without compromising quality. Ability to work calmly and competently under pressure and achieve deadlines, escalating issues as required. To show a professional attitude to work at all times, maintaining a high standard of time keeping, respect, and reliability.	Experience of working in a busy office environment and managing a high volume and varied workload.