

KENT GRADUATE PROGRAMME

YOUR APPLICATION PACK

TO AN
EXCITING
FUTURE

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PROFESSIONALS OF THE FUTURE**

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Closing date: **12 August 2022**

**Your Procurement and
Commercial Stream**
application pack includes:

Introduction to
Kent County Council

Job description

Recruitment selection criteria

Vacancy timetable

Working for Kent County Council





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June 2022

APPLICANT INFORMATION PACK

Dear Candidate

Application for the post of Kent Graduate Programme Procurement Trainee

Thank you for your interest in this challenging but rewarding role. The successful candidate will be offered a position, ensuring the right skills, experience and knowledge mix exist in the team.

IMPORTANT NOTE to candidates **BEFORE** making an application:

- You must provide all relevant information in the online application itself; a CV is not required for this position and will not be reviewed as part of the selection process.
- You must list a full employment history and explain all gaps in employment.
- Please list your qualifications, listing the highest first: provide the level of qualification; name of subject; the grade and year of achievement. For example, BSc (Hons) Forensic Science (2:1); HND Bio-medical Science (distinction) (2017); GCSE (O-level) English Literature (C) (2017)
- Refer to the person specification and use the 'reason for application' to demonstrate how your past experience, knowledge or skills and achievements will transfer to the position you are applying for, please provide examples.



First Sift Recruitment Exercise/Shortlisting

Following the closing date, applicants will be invited to participate in a first sift activity. Please make a note of the dates of the first sift recruitment activity in your diary.

Application forms and the first sift exercise will be reviewed by the graduate team and a scoring matrix will be used to identify those candidates that demonstrate through the online application form and first sift exercise how they meet the selection criteria for the role.

The Interview

Candidates that are successful following the first sift recruitment exercise will be informed as soon as possible and invited for interview by telephone and in writing. Please make a diary note of the interview date(s).

The successful candidates will be advised in writing as soon as possible after the last interview. You may ask for feedback **after** the decision has been made.

Introduction to Kent County Council

Visit our website at www.kent.gov.uk

We are the UK's largest local authority, with a workforce in excess of 30,000 people, including maintained schools, serving a population of 1.6 million. We have various offices in central locations and a large number of service establishments throughout Kent; our corporate office is based in Maidstone.

More than two thirds of our workforce provide services directly to the public – such as domiciliary Care Workers, Classroom Assistants, Social Workers, Teachers, and Occupational Therapists etc.

Our annual budget covers a huge range of services. This translates into a host of interesting roles and career paths awaiting those who want to work in a leading- edge public sector organisation.

Aims and Objectives

Our focus is to work as one council to design and deliver a cohesive, modern public service offer for all Kent's residents, businesses and communities. This will bring together change projects consistently across the council and create organisational design opportunities to transform the way we work, including our people, assets, technology, structures and service delivery.

Success in delivering this aspiration will be determined using the following criteria:

- Working beyond the limit of organisational and service boundaries
- Thinking beyond the limit of our statutory powers
- Building capacity to provide sector and system leadership
- Delivering at both strategic and local scale
- Supporting economic security
- Delivering a cohesive service offer
- Flexibly uses its assets as part of public service design and delivery

[Framing Kent's Future](#) is our top-level council strategy for 2022 to 2026. It sets out the priorities that we will focus on over the next four years to tackle the challenges and make the most of the opportunities that the county is facing. Through delivering these priorities, our aim is to improve life in Kent and build a solid foundation for the county's future success.

Political Arrangements

The County Council has 81 councillors and elections take place every four years.

The political composition of the County Council is as follows:

Conservative	62 members
Labour (including Labour and Co-operative Party)	7 members
Liberal Democrat	6 members
Green Party	4 Members
Independent Groups	2 members

The Leader of Kent County Council is Roger Gough.

There is a Cabinet of Executive Members which meets regularly to debate policy issues and make key decisions. The cabinet comprises of:

Roger Gough	Leader of Kent County Council
Peter Oakford	Deputy Leader and Cabinet Member for Finance, Corporate and Traded Services
Clair Bell	Cabinet Member for Adult Social Care and Public Health
Susan Carey	Cabinet Member for Environment
Sue Chandler	Cabinet Member for Integrated Children's Services
Mike Hill OBE	Cabinet Member for Community and Regulatory Services
Shellina Prendergast	Cabinet Member for Education and Skills
David Brazier	Cabinet Member for Highways and Transport
Bryan Sweetland	Cabinet Member for Communications, Engagement, People and Partnerships
Derek Murphy	Cabinet Member for Economic Development

Structure of KCC

The structure of the organisation is as shown [here](#)

The Senior Officer team consists of six Corporate Directors. For more information on the Corporate Management Team please follow this [link](#)

The four directorates are as follows:

Growth, Environment and Transport

The Directorate comprises a range of key frontline, strategic, policy and commercial functions, and plays a major role in making Kent a better place to live, work and visit. The services provided, and the future the directorate helps to shape, affects every household in Kent. This includes strategic responsibility for the future of the county in terms of planning, economic development, transport policy, and major transport improvement schemes, waste disposal and recycling services. In addition, GET manages country parks; libraries; and delivers enforcement services including trading standards, community safety and emergency planning.

Responsible for services that include:

Highways, Transportation & Waste, Regulatory Services, Economic Development, Community Safety & Emergency Planning, Libraries, Registration & Archives, Sport & Country Parks, Arts including Kent Film Office, Development Planning, Planning Applications, North Downs Areas of Outstanding Natural Beauty, Flood Risk & Environment, Sustainability & Climate Change and Heritage Conservation

Adult Social Care and Health

The Directorate commissions and provides a range of services to improve outcomes for older and vulnerable adults, including those with mental health issues or disabilities, and their families. The Directorate supports vulnerable adults to live independently by promoting their wellbeing and supporting their independence. Services for adult mental health and learning disability already work in integrated teams with NHS colleagues and as a key partner in the Kent and Medway STP we are developing multi-disciplinary teams within communities to support local care.

Responsible for services that include:

Adults Central Referral Unit, Adult Community Teams, Safeguarding and quality, Kent Enablement at Home, Sensory and Autistic Spectrum Conditions Service, Integrated/Registered Care Centres, Day Centres, Community Learning Disability Teams, In-House Provision and Mental Health Services.



Children, Young People and Education

This Directorate combines and integrates the statutory responsibilities of Specialist Children's Services together with Education services and the targeted and universal services for children and young people within Early Help and Preventative Services. There is a strong focus on alignment of resources to help ensure achievement of one of the key County Council strategic outcomes: 'Every child and young person in Kent gets the best start in life'. To improve outcomes for children and young people, services within the Directorate are working together with relevant partners to deliver the vision set out in the Children and Young People's Services Integration Programme.

Responsible for services that include:

Children's Social Care, Adoption & Fostering, Standards & School Improvement, Skills & Employability, Early Years and Childcare, Provision Planning, Fair Access, Educational Psychology, SEN Assessment & Placement, Youth Justice, Outdoor Education Centres, Children's Centres and Youth Hubs, Inclusion & Attendance, Early Intervention and Community Learning & Skills and Disabled Children and Young People Teams.

Strategic and Corporate Services

The Directorate supports the delivery of our front-line services. The Directorate leads and co-ordinates major change, organisational design, development and provides a critical client and contracting role with our trading companies including property, legal and customer contact. It provides organisational wide governance, financial management and a major contribution to our political and external relationships.

Responsible for services that include:

Engagement, Communications, Organisation Design & Development, Finance, Governance & Law, Infrastructure, Policy and Strategic Commissioning including Procurement & Business Intelligence and Public Health

Job Description

Job Title:	Kent Graduate Programme Procurement Trainee
Directorate:	Strategic and Corporate Services
Unit/Section:	Strategic Commissioning – Procurement and Commercial Team
Grade:	KR8
Responsible to:	Commercial Manager

Purpose of the Job:

The Kent Graduate Programme (KGP) Procurement and Commercial Stream is an exceptional opportunity for graduates seeking to become a successful commercial professional within an organisation striving to secure high quality contracts that represent value for money for the county's residents.

The Graduate Procurement Trainees will support the Procurement and Commercial Team to carry out projects to run effective procurement processes for teams across the organisation. The team works on a broad range of areas and adapts to current Council priorities and changing legislative requirements for public procurement.

The Graduate Procurement Trainees should demonstrate the ability to understand the needs of other teams and combine these with good practice ways of working to deliver effective procurement solutions. They should actively embrace change and seek to support the efforts being made to continuously improve and transform the way that Kent contracts with other organisations.

The Graduate Procurement Trainees will participate in the programme for two years, completing a series of projects across the Procurement and Commercial Team in order to obtain a broad range of experience, knowledge and skills. Projects will involve progressive responsibility and accountability covering areas including Growth and Communities, Environment and Waste,

Highways and Transportation, Property, Facilities Management, Consultancy, and Indirects (Common Goods and Services) - including Finance, HR and ICT.

The Graduate Procurement Trainees will learn about the Strategic Commissioning division, and how procurement is used to achieve commissioning outcomes. They will gain experience of Strategic Commissioning from networking and opportunities for wider work experience across the division.

The programme places a strong emphasis on personal and professional development focusing on the knowledge, skills and attributes required by procurement professionals within the organisation. Trainees will have the opportunity to complete the internationally recognised Chartered Institute of Procurement and Supply Level 4 apprenticeship.

KGP Commissioning Trainee Main Role and Responsibilities

1. To work consistently at a high level in each project, adding significant value to the work of the Division whilst developing procurement knowledge and skills and building organisational understanding.
2. To represent the Procurement and Commercial Team across the organisation, building strong professional relationships with colleagues, team members and internal clients.
3. To provide reliable support to Procurement Leads in the planning and delivery of commercial strategies and end-to-end procurement exercises. This may include project management, supporting tender processes and evaluations, supporting contract negotiations, carrying out supplier performance evaluations and risk management.
4. Support the analysis of markets using appropriate market intelligence and analysis methodologies.
5. To develop and maintain a good understanding of the Public Contract Regulations 2015 and ensure procurement activity is conducted in accordance with changes in legislation.

6. To use relevant procurement related systems and databases to manage procurements and fulfil procurement reporting requirements.
7. To commit to and seek out further relevant personal and professional development opportunities in order to succeed throughout the programme.
8. To be an active member of the Kent Graduate Programme peer group.

KCC's Main Role and Responsibilities

1. To identify appropriate projects, and complementary work shadowing opportunities, in consultation with Trainees.
2. To equip Trainees with the right knowledge and tools needed to complete projects.
3. To provide a structured learning and development plan to ensure that those on the programme develop a good foundation on which to become a successful commissioning and commercial professional.
4. To communicate a clear vision of what a Trainee should achieve, in order to progress throughout the programme.
5. To provide a strong network of support to ensure that Trainees have the advice, support and guidance which will help them succeed.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification: Kent Graduate Programme Procurement Trainee

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

As part of this Graduate Programme there is a requirement to undertake a Chartered Institute of Procurement and Supply Apprenticeship (Level 4) therefore we are unable to accept applications from those with an equivalent/higher level Procurement related qualification for this graduate opportunity e.g. CIPS Diploma Level 4-6.

	Criteria
QUALIFICATIONS	<ul style="list-style-type: none">▪ 2:1 degree or equivalent qualification in any discipline▪ a GCSE in mathematics - grade A to C or equivalent (new grades 4-9)▪ a GCSE in English language - grade A to C or equivalent (new grades 4-9)
EXPERIENCE	<ul style="list-style-type: none">▪ Proven experience of delivering projects to tight deadlines▪ Proven experience of working with others to deliver projects
SKILLS / ABILITIES	<ul style="list-style-type: none">▪ Ability to demonstrate teamwork and ability to build effective working relationships (e.g. consulting, influencing, persuading and negotiating)▪ Excellent interpersonal skills with the ability to communicate well to a variety of stakeholders▪ Good problem-solving skills including the ability to think innovatively▪ Analytical skills, able to evaluate data and information and to draw conclusions

	<ul style="list-style-type: none"> ▪ Confident and motivated to deliver results within a fast-paced and complex environment ▪ Ability to produce plans and timescales for carrying out projects ▪ Ability to prioritise and manage workloads effectively to deadlines ▪ Ability to research and write comprehensive reports ▪ Ability to work effectively from home and travel into the office when required ▪ Good written and verbal communication skills at level 2 ▪ Good standard of numeracy at level 2
KNOWLEDGE	<ul style="list-style-type: none"> ▪ Commercially minded and able to demonstrate business acumen ▪ Able to demonstrate an awareness of the political and democratic processes within local government and an understanding of the relationships with other partners and statutory bodies ▪ Good standard of computer literacy including use of Microsoft applications (e.g. Word, Excel, PowerPoint)
KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> ▪ We are brave. We do the right thing; we accept and offer challenge. ▪ We are curious to innovate and improve. ▪ We are compassionate, understanding and respectful to all ▪ We are strong together by sharing knowledge. ▪ We are all responsible for the difference we make. <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile.</p> <p>Curious - constantly learning and evolving.</p>

	<p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making.</p> <p>If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
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The Procurement and Commercial Stream – An Overview

What's Involved

The Procurement and Commercial Stream offers an exciting way to start your career in procurement in the public sector. It is ideal for a graduate who is up for the challenge of working with organisations to deliver the Council's needs through contracts that represent value for money.

The Procurement and Commercial Team is responsible for providing expert support, advice and resource for buying goods, services and works that will allow the Council's operational teams to achieve their objectives. You will work as part of a team that carries out a wide range of exciting and unique projects that are crucial to the daily operations of the Council.

You will keep up to date with relevant changes in legislation and understand how to apply these in practice. You will learn about the vast services that the Council delivers and the broad range of suppliers who we work with to deliver them successfully.

You will provide support to a range of projects in different areas including:

- Growth and Communities
- Environment and Waste
- Highways and Transportation
- Property
- Facilities Management
- Consultancy
- Indirects (Common Goods and Services) – including Finance, HR, ICT

The stream is ideal for a graduate with an interest in business, economics or law but all trainees will be equipped with the knowledge and skills to carry out procurements by working with commercial specialists with vast experience.

Length of stream

2 years

Salary

You will receive a starting salary of £26,598 which will increase as you progress

Location

Our main offices are in Maidstone, but travel may be required to other offices and locations around Kent.

We are currently operating hybrid working giving the flexibility for individuals to work from home or in one of our reconfigured office buildings. We will support you to work in a hybrid way, with the necessary induction, management, and equipment.

Training and Development

The job will provide you with invaluable on-the-job experience of working within the public sector and offers extensive training and development opportunities you won't find elsewhere.

Whilst on the programme, you will be provided with the right support to help you achieve the Chartered Institute of Procurement and Supply Apprenticeship (Level 4). We expect that trainees will have the willingness to achieve the Level 5 and 6 CIPS qualifications in the future.

We will commit to your continuing professional development and will support you in your training as you develop your procurement and commercial skills and knowledge.

Entry Requirements

- a 2:1 degree or equivalent in any discipline
- a GCSE in Mathematics - grade A to C or equivalent (new grades 4-9)
- a GCSE in English Language - grade A to C or equivalent (new grades 4-9)

Working for Kent County Council

Salary and Notice

This post is offered as a permanent contract.

The appointment will be subject to 1 months' notice.

KCC pays salaries to bank accounts on the 25th of the month unless this falls on a weekend or public holiday.

Terms and Conditions

The appointment is subject to the terms and conditions contained within the Kent Scheme of Conditions of Service.

27 days annual leave is provided excluding Bank Holidays. You will also receive paid time off for public holidays plus a concessionary day at Christmas.

Pensions

The post holder will have the choice of contributing to the Local Government Pension Scheme (LGPS). Further details will be available for the successful applicant.

Whole Time Employment

The person appointed will be required to devote their whole-time service to the work of Kent County Council and should not engage in any other business without the express consent of the County Council.

Health and Safety Policy

The County Council recognises and accepts its responsibility as an employer, and will take positive action to ensure the health, safety and welfare of all employees and other persons who may be affected by its operations, by providing safe working conditions and a healthy and safe working environment.

Sickness Provision

Our sickness benefit scheme exceeds statutory requirements. Actual paid absence depends on how long you have worked for KCC and the circumstances of your absence. For example, after 6 years' service your benefit would be 6 months full pay and 6 months half pay.

Training and Development

KCC is committed to supporting staff to reach their full potential through annual appraisal and personal development plans, enhanced by a range of career development opportunities.

Managers from KR9 to KR20 will be required to undertake our Kent Manager standard programme within the first year of employment.

Green Travel

Our Green Travel Plan is exploring alternative modes of transport to improve travel choice and reduce congestion and pollution. This includes:

- Car sharing and emergency taxi home.
- Discounted fares, free tickets, trip planning and improved travel information.
- Pool car and bikes

Other benefits

KCC offers a range of family friendly policies including:

- A generous maternity scheme
- Emergency leave
- Parental leave
- Special leave
- Help Fund – all employees have the opportunity both to pay into the fund and to apply for help from it when experiencing financial hardship
- An in-house confidential counselling service and Occupational Health Service
- Kent Rewards - discounts at over 1,200 retailers ranging from reduced rates at Health Clubs to house and car insurance to holidays

Living in Kent

With great schools, vibrant cities, golden beaches and stunning countryside Kent has lots to offer you. Find out more about [locations in Kent](#).

Vacancy Timetable

Closing Date for Receipt of Applications: This post will close at midnight on Friday 12th August 2022

Candidates will be invited to complete a first sift activity: Monday 15th – Friday 26th August 2022

Final Stage Interviews: Shortlisted candidates will be invited to attend interview on Wednesday 28th or Friday 30th September 2022.

Start Date: Successful applicants will join KCC on Monday 17th October 2022.

How to Respond

To apply please visit www.kent.gov.uk to complete an online application form.