

Kent County Council

Job Description: Trainee Buyer

Directorate:	Strategic and Corporate Services
Unit/Section:	Strategic Commissioning – Procurement and Commercial Team
Grade:	KR5
Responsible to:	Commercial Manager/Procurement Lead

Purpose of the Job:

The Trainee will support the Procurement and Commercial Team to run effective procurement processes for teams across the organisation. The Trainee will demonstrate the ability to provide reliable support to Procurement Officers to carry out day-to-day duties as well as providing administrative support for the running of procurement projects.

The Trainee will participate in the programme for two years. Over this time the Trainee will learn the basic skills required to be a Buyer. Over time there may be opportunity to provide support to different category areas in the team in order to obtain a broad range of experience, knowledge and skills. Following the successful completion of the programme, they will transition into a permanent role in the team.

The Trainee 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 role within 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. There may be the opportunity for the trainee to complete a Chartered Institute of Procurement and Supply Apprenticeship when they have developed a good baseline understanding of procurement.

Trainee Buyer Main Role and Responsibilities

1. To work proactively 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 and Officers in the delivery of end-to-end procurement exercises. This may include project management support, administering tender processes and evaluations, administering contract negotiations and managing documentation.

4. To develop and maintain a good understanding of the Public Contract Regulations 2015.
5. To use relevant procurement related systems and databases to administer procurements and fulfil procurement reporting requirements.
6. To support the team with day-to-day administrative activities including diary management, meeting management.
7. To manage and respond to queries related to procurement activities and projects on behalf of Procurement Leads.
8. To commit to and seek out further relevant personal and professional development opportunities in order to succeed throughout the programme.

KCC's Main Role and Responsibilities

1. To identify appropriate work activities, 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 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.

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Person Specification: Trainee Buyer

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• 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">• Experience of working to tight deadlines• Experience of working in a team or group environment
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to build effective and professional working relationships• Excellent interpersonal skills with the ability to communicate well• Good problem-solving skills with confidence to try new approaches• Confident and motivated to deliver good work within a fast-paced and complex environment• Good organisational skills that can be used to support a team• Ability to prioritise and manage workloads effectively to deadlines• Ability to work effectively from home and travel into the office when required
KNOWLEDGE	<ul style="list-style-type: none">• Good standard of computer literacy including use of Microsoft applications (e.g. Word, Excel, PowerPoint)• A basic understanding of the responsibilities of Local Authorities

KENT VALUES AND CULTURAL ATTRIBUTES	<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>
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