



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Procurement support apprentice (Procurement and supply chain practitioner apprenticeship)
Job Reference	TBC
Service	Resources and Assets, Finance
Team	Procurement and Contracts
Location	Shute End
Reports to	Procurement and Contracts Manager
Responsible for	N/A
Grade	2
Contract Type	18 month fixed term contract
Hours	Full Time

Main Accountabilities	
1.	Keep up to date with relevant and appropriate legislation and the use of any software systems employed to discharge this work
2.	Assist in the maintenance of accurate procurement records ensuring that the Council meets its statutory duties relating to the transparency obligations in the Procurement Act
3.	To be proactive in providing advice to service areas in delivery of the council's procurement pipeline and contribute to the overall service plan
4.	Having a good understanding of procurement legislation and applicable guidelines.
5.	As applicable, undertaking procurement and contract management responsibilities, drawing on the support of other senior specialist procurement and contract management resource.
6.	Applying specialist knowledge to support and, where appropriate, lead discrete projects and contribute to the development of corporate policy, strategy and plans, including responding to legislative and guidance changes.
7.	Solving problems cases, taking decisions, applying discretion and judgement in relation to the procurement guidelines within agreed parameters.
8.	Supporting self-serve for below threshold procurement and spotting opportunities for the Council to initiate further enabling and self-serve.





9.	Manage health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy.
10.	Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties

Person Specification Desirable	Essential	Desirable
Education/Qualifications		GCSE Maths and English at Grade 9-4 or A*-C or equivalent  Have experience of working in a busy office environment
Experience	Ability to communicate well with others both in person and in writing.	
Skills/Knowledge	Ability to study and learn from a training programme.	Working knowledge of procurement and contract management and the legislative frameworks surrounding this area.
	Good IT skills including knowledge of Microsoft Word, Outlook, Power Point and Excel.	Experience of working in a team environment, where cross team and cross-organisation working.
	Good written and verbal communication skills, including presentations, with an ability to vary style to meet the needs of the audience.	
	Ability to interrogate and analyse data and information.	
	Ability to take ownership and manage own workload to meet the demands of the service.	
	Work accurately whilst understanding the importance of meeting strict deadlines.	
	Must be able to work to personal and team targets.	





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	Demonstrate good numerical and writing skills.	
	Demonstrate ability to deal with enquiries in an appropriate, diplomatic and professional manner.	
	Must be self motivated and embrace change.	
	Be an effective team player and work flexibly within a team.	
	Ability to work under pressure and alone using your own initiative	
	Willingness and desire to learn and develop skills.	
	Knowledge of computer packages, including the Microsoft Suite and have the sufficient knowledge and skill to be able to use computers effectively.	
Behaviours/Attributes	N	

Purpose Details	
<b>Service Purpose</b>	To provide specialist procurement and contract management advice, guidance and support to procuring and contracting services of the Council.
<b>Role Purpose</b>	<p>To provide specialist advice in support of procurement and contract management. Acting as member of the corporate procurement and contract team - providing specialist advice and input</p> <p>Working collaboratively with colleagues across the organization</p> <p>Promoting best practice Procurement and Contract management across the organisation.</p>

Supervision and Relationships	
<b>Supervision Received</b>	Reports into Procurement and Contracts Manager. Receives general guidance and support, as required.





Supervision Given	N/A
Contacts	Liaison and communication with all departments across the organisation, Senior Management, contractors, schools and other relevant external stakeholders.

Resources/Budget Management
Not applicable

Special Requirements
Not applicable

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N





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Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Disabled Adults	N
Work Environment Details	Home and Office based

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK ( <a href="#">Find out which DBS check is right for your employee - GOV.UK</a> )

Re-checks
N/A





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### Evaluation Declaration

Date of Evaluation:	28/08/2025
Evaluated by:	Clare Priest, Head of Procurement and Contracts

