

Procurement Assistant

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Procurement Assistant

Position in the organisation

Reports to the Procurement Officers
Member of our Finance team.
Part of our Finance & Assurance directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

In Finance & Assurance, our vision is to be the Society's single point of truth. We are trusted partners, credible experts, working as one team to be a true enabler to the organisation as it makes impact to end the devastation of dementia.

Our Procurement Assistant works as part of our engine room, supporting the whole directorate to run efficiently and effectively. In particular, this role supports our Procurement Officers and Business Partners' work with teams across the Society on a range of procurement projects from the strategic to the operational. Our Assistant will work with other Assistants and Trainees across our Finance & Assurance teams to recommend ways where we can work in a more efficient, more integrated way to be brilliant partners to our colleagues across the Society. The role will provide a range of support and – at the same time – gain a real understanding of how procurement works at a large, impactful organisation.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

- Support procurement officers and business partners to provide high quality contract management and advice to colleagues across the Society with a focus on driving and reporting efficiencies.
- Support the accurate management of our procurement records, files and documentation.
- Provide general administrative support to the procurement team and wider directorate, for example scheduling and minuting key meetings.
- Support the gathering and analysis of our procurement data, identifying opportunities for efficiencies and making recommendations to senior colleagues.
- Through creative ways of engaging, support colleagues across the Society to navigate our and understand our procurement work.
- Design and deliver creative solutions to our internal administration, including team files.
- Support the design and delivery of learning and engagement programmes to take the Procurement's team messages and asks out to Society colleagues at all levels.

- Foster strong relationships across Finance & Assurance, particularly with other trainees and assistants, and work collaboratively to address duplication or inefficiencies in financial administration.
- Alongside other assistants, suggest and/or design creative approaches to team-specific internal communications and engagement to drive awareness and confidence across all of our work.

We are looking for someone who can...

- Understand the critical role of Finance & Assurance as an enabling partner directorate in ultimately creating impact to end the devastation of dementia, linking everything you do back to the ultimate objectives of the Society.
- Work collaboratively and enthusiastically with colleagues across Finance & Assurance and across the Society more widely to deliver first class partnership and expertise.
- Role-model our values and embrace a high challenge, high support, high performing environment.
- Drive continuous improvement, including through bringing best-practice from across the sector and more widely, using horizon-scanning and networks to bring new ideas to the table.
- Have the ability and willingness to travel independently on behalf of the Society on request, including occasional overnight stays as required.
- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be enthusiastic for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
No formal qualifications necessary – training or on-the-job qualifications will be offered.	N/A
Strong communication skills, able to engage confidently with multiple audiences at multiple levels	I
A willingness to offer proactive ideas for improvement or innovation, and an aptitude for working collaboratively to develop these.	I
An interest in how finance or procurement teams, systems and processes work, and an enthusiasm to develop your career in this field.	A
Experience of improving how teams or organisations improve their basic administrative processes, including filing and intranet content.	I
A passion for creative internal communications and engagement.	I
An ability to handle and analyse data, spotting trends or discrepancies.	I
Experience of record-keeping eg contracts or supplier details	A

Competencies & personal attributes	Application (A) or interview (I)
Takes initiative and is comfortable working independently as well as collaboratively	A
A critical thinker, able to identify and act on ways to work more effectively and efficiently	I
Celebrates progress, solutions and impact rather than activity	A
Delivers effectively to timelines in complex and sometimes ambiguous environments	A
Deeply committed to the development of yourself and others	A
Resilient and adaptable, with a strong work ethic and the ability to navigate changing situations and diverse teams.	I
Welcoming and respectful of diverse perspectives, experiences, and opinions	A
A team player who sees opportunity and energy in working together to solve problems	I

Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave

I N T R O D U C T I O N G U I D E

Procurement & Supply Assistant | Programme

Apprenticeship
Level 3



DEVELOPING
SKILLS AND
DRIVING
PERFORMANCE

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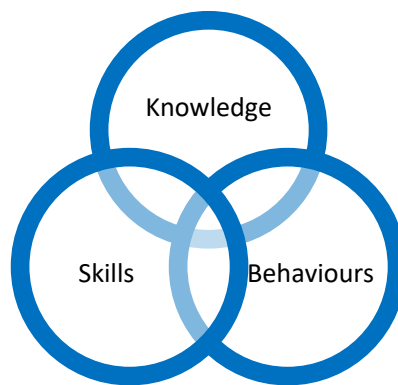
Introduction

In 2017, the government fundamentally changed skills development in the UK with the aim of upskilling the UK workforce to ensure that our economy can compete on a global scale. The new apprenticeship standards cover many different occupational areas and go up to level 7 which is equivalent to a master's qualification. Apprenticeships are funded by the Education and Skills Funding Agency (ESFA) and as such may be part funded by European Social Funding (ESF).

Learner Eligibility Criteria:

- ✓ The employee must be aged 16 or above (there is no upper age limit)
- ✓ The employee must be working in a company with an office address in England OR
- ✓ The employee must spend > 50% of their time working in England (remote and hybrid workers included)
- ✓ The employee has spent the last 3 years living in England or the EU
- ✓ The employee has the right to work in England
- ✓ The employee works > 21 hours per week
- ✓ The employee has some gaps in their knowledge and skill that relates to their occupational role
- ✓ The employee does not have a higher qualification in the same subject area as the apprenticeship they wish to commence.

All Standards are based on the following model:



Knowledge: Learners will gain knowledge by attending online workshops and working through CIPS Study Guides. They will also be required to carry out additional research, application, analysis and independent learning.

Skills: This is where learner will apply the knowledge learnt and implement it into the workplace. Skills will be assessed using a range of assessment methods.

Behaviours: This is how learners apply new knowledge and skills into the workplace. Behaviours are a key component to effective application, and we will seek evidence from the workplace to demonstrate this.

The Procurement and Supply Assistant Apprenticeship Standard - Level 3

This occupation is found in all organisations where goods and/or services need to be sourced and purchased in line with national or international procurement laws, or internal governance processes.

Typical job titles include: Purchasing Assistant, Procurement Coordinator or Procurement Contracts officer.

The knowledge developed in this programme will cover:

- The role of Procurement and the relevant organisational procurement regulations, policies and processes, such as, procedures for obtaining quotes and tenders, purchase order processing and purchase to pay.
- Value for money concepts, including the balancing of quality, price and sustainable considerations or most economically advantageous tender, whole lifecycle costing, 5 rights of procurement and added value opportunities.
- Supplier approval process and the importance of due diligence checks including legal entity checks, financial appraisal, quality checks and relevant sector approvals, certification and policies.
- Demand and spend management, analysis and forecasting techniques, including quantitative methods such as historical usage, spend and trend analysis, inventory records and re-order levels, or qualitative techniques based on stakeholders' estimates using internal databases and spreadsheets.
- The importance of developing and managing key stakeholder relationships such as the internal customer and supplier and the need for prompt and effective communication to support efficient and effective procurement.
- Awareness of the organisation's contractual obligations towards suppliers e.g. payment terms etc.
- Understand the 4 processes of negotiation (preparation, opening, bargaining and closure).
- The need for accurate specifications of requirements which reflect the organisations needs and provides equality of opportunity for suppliers when providing quotes and tenders.
- Levels of authority and autonomy both for self and other internal stakeholders and how that relates to the relevant procurement procedure and when issues should be escalated to senior procurement colleagues.
- Development and evaluation of requests for quotes and tenders and use of appropriate terms, conditions and templates.

The Procurement and Supply Assistant Apprenticeship Standard - Level 3

Knowledge continued

- The importance of maintaining accurate records and files for procurement in line with organisational and regulatory requirements and for audit purposes.
- Effective and appropriate communication methods according to organisational requirements, service level agreements etc.
- Responsible procurement practices, in making procurement decisions, consideration of the impact of those decisions during the full procurement process on the environment and social elements across the supply chain.
- Research methods for Procurement including market, supplier and sector research which may include subscription databases, market reports, internet research, trade bodies, press and events, use of market 'experts', supplier engagement events etc.
- The legal and regulatory environment effecting procurement, including the supply of goods and services act and/or public contract regulations.
- As part of the learning process, additional topics will be covered, to include British Values, Prevent, Safeguarding and General Wellbeing. This is a mandatory requirement of all apprenticeship programmes delivered in the UK.

The skills developed in this programme will cover:

- Able to monitor and order products, stock, equipment and services using the appropriate procurement method.
- Able to communicate to suppliers and other stakeholders in order to develop effective relationships and networks.
- Able to create, maintain and amend purchase orders and contract records.
- Able to interpret, evaluate and compare procurement information such as historical spend and usage using databases and spreadsheets.
- Able to present findings and data in all formats
- Able to determine value for money (VFM) and added value through the use of Total Cost of Ownership during the evaluation process and apply the most economically advantageous tender (MEAT) criteria to the evaluation of quotes and tenders to support the recommendation at award.
- Able to utilise relevant Procurement computer systems or internal databases.
- Able to select the supplier of the most appropriate products and services for purchases within their remit and place purchase order.

The Procurement and Supply Assistant Apprenticeship Standard - Level 3

Skills continued

- Able to undertake appraisal of adhoc and low spend suppliers including setting them up on the purchasing system.
- Able to effectively research and analyse demand, spend, trends, potential suppliers and industries, utilising qualitative and quantitative methods.
- Able to develop specifications of requirements and requests for quotes/tenders in line with organisational requirements.
- Able to apply considerations of responsible procurement in evaluating potential suppliers, quotes and tenders.
- Able to investigate and resolve purchase orders, deliveries and invoice queries.
- Able to own low risk value projects such as supply contracts for stationery, personal protective equipment (PPE) or other consumables, and contribute to higher risk activities such as contracts for building services or machinery, and track, log, expedite and review outstanding orders and stock availability.
- Able to maintain knowledge on all open orders and their status¹ and provide assistance to all purchasing staff e.g. expediting and feeding information back to the relevant stakeholders.
- Able to consider the impact of the decision-making process when interacting with the supply chain.
- Able to support the contract negotiations and mini competitions with suppliers.

Behaviours developed in this programme will cover:

- Be open to change and amend working practices in response to changes.
- Be able to establish strong relationships with internal and external stakeholders
- Be open, honest, respectful and reliable.
- Be enthusiastic and passionate when adhering to company values
- Be attentive to the detail in any procurement activity.
- Be professional, impartial and unbiased in your communication, advice and recommendations to procurement stakeholders or colleagues.
- Be self-motivated to develop and learn.

Programme Overview

This programme is an 13–15-month apprenticeship and includes the following:

CIPs Qualification in Procurement - Built into the programme is a Level 3 CIPS Certificate in Procurement and Supply. This qualification will give structure to the learning process and will provide evidence towards the apprenticeship standard.

Academy LIVE (On-line Training and Revision Sessions) - Knowledge will be gained by attending a series of live, interactive, online workshops and revision sessions, which will run throughout the duration of the programme. These half day sessions are delivered by a team of highly qualified and experienced procurement trainers. The workshops will stimulate peer to peer learning and will give learners the opportunity to network with others who work in procurement and share best practice.

Coaching - Learners will be allocated their own personal coach for the duration of the programme who will have regular contact with them and provide support throughout the whole process. These sessions will be conducted via phone and by using online technology.

Maths and English Functional Skills - Maths and English are key to occupational competence and support long term career capability. If you have not already achieved a grade A-C in Maths and English at 'O' Level or Grade 4-9 in GCSE, then we will provide you with the opportunity to gain these valuable qualifications via the functional skills pathway. This is an optional element of the apprenticeship for learners aged 19 + and mandatory for learners aged 16-18. There is no cost to the learner or employer to participate. The Apprentice Academy have very high success rates in supporting learners to achieve these qualifications. As part of the learning, you will have access to online resources and dedicated online tutors to support you.

Independent Learning - In order to fully develop understanding and gain the most benefit from this programme learners will need to undertake their own independent learning alongside the other elements.

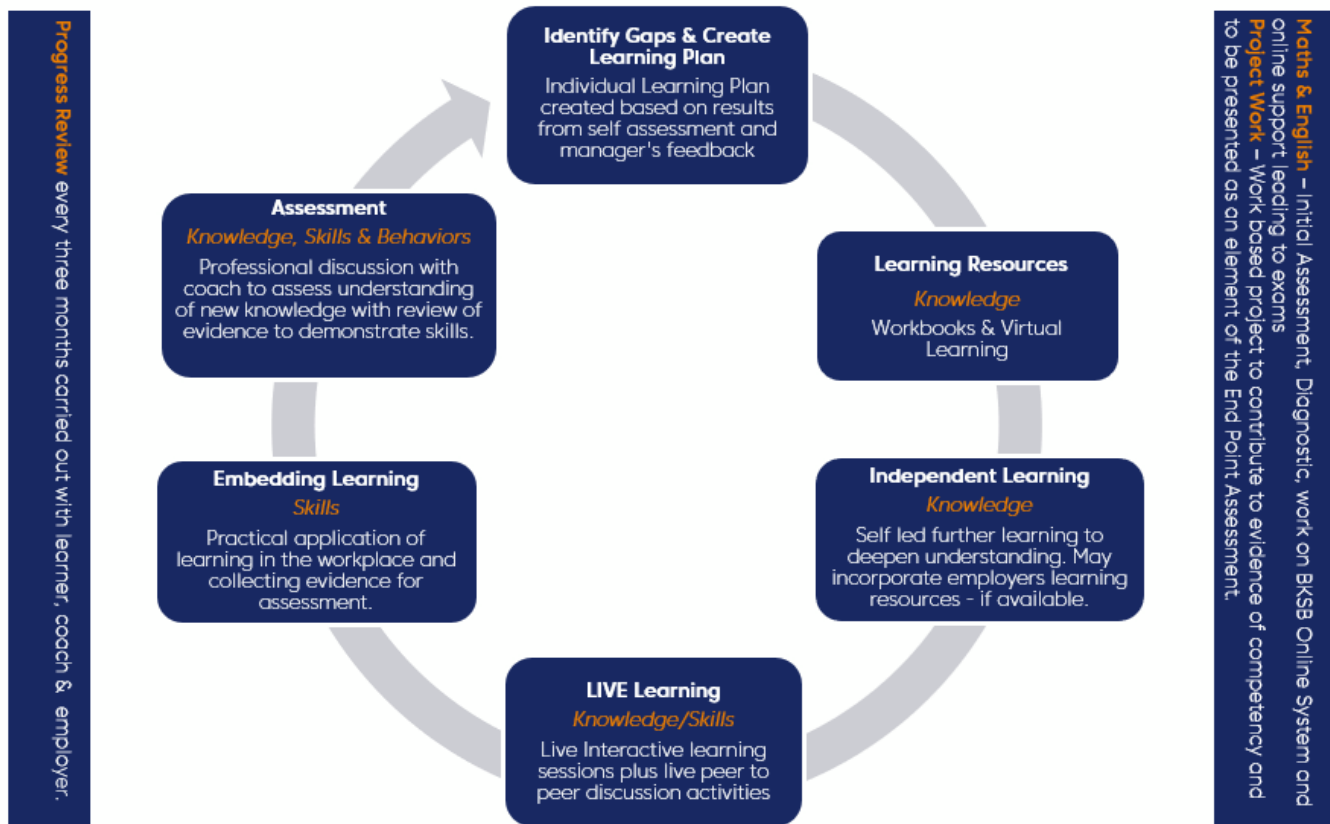
Profex/CIPS Study Guides - Each unit of the qualification has a supporting study guide which learners will work through and use as reference material.

Project Report - Towards the end of the programme learners will complete a 3000-word work-based project report. The report will identify a current business issue and use the knowledge, skills and behaviours learnt to produce recommendations to resolve the issue. This report will be agreed with the employer and CIPS to maximise value for the business.

Academy Learning Portal - All learners will be provided with their own online portal and e-Portfolio. These online learning tools will hold all learning resources, learning evidence, assessment plans, reviews, and time logging tools.

CIP's Membership - To do the CIP's qualification learners will need to become members of CIPs. Annual membership costs £195 Plus VAT per year. This cost needs to be paid by the employer or learner as this cannot be claimed within the apprenticeship funding.

The Learning Cycle



How knowledge, skills and behaviours are developed on our programmes

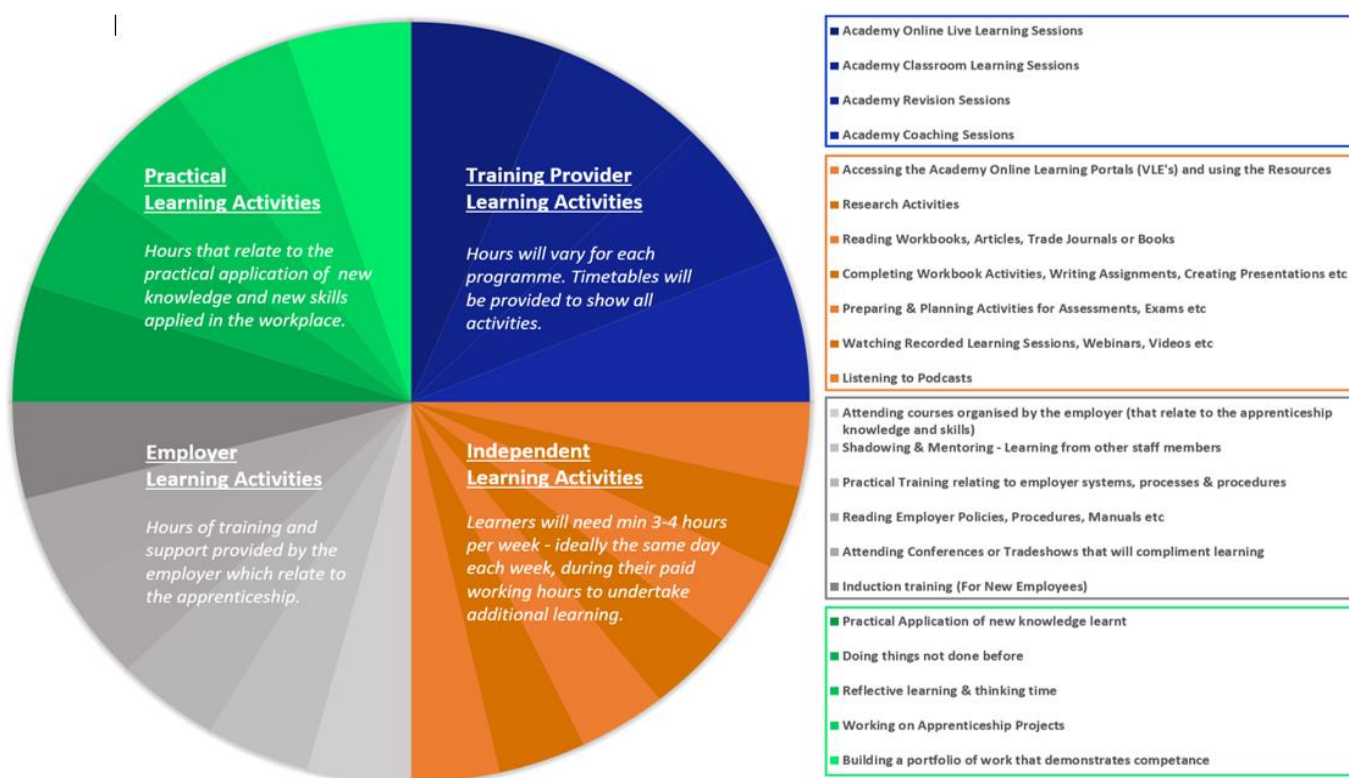
Time to Learn

As part of the apprenticeship programme learners must commit to spending at least 6 hours per week undertaking learning activities that relate to the apprenticeship programme. This may be formal structured learning or informal unplanned learning.

The wheel below explains the type of learning that can be recorded as part of this learning requirement.

All learning needs to be recorded by the learner throughout the programme. The Apprentice Academy will provide all the tools and guidance on how to do this.

Before learners are registered for the end point assessment, they must submit their learning logs to evidence that the time commitment has been successfully achieved.



End Point Assessment

The CIPS Certificate will be achieved by learners completing five exams. All exams are multiple choice and take two hours each. Learners will need to achieve a minimum of 50% success rate per exam to achieve the CIPS Certificate.

At the end of your programme, an independent assessment organisation will assess the overall competency and award a final grade. They will assess competence against the skills, knowledge and behaviours outlined in the standard.

Towards the end of the programme the learner, coach and employer will decide whether or not the learner is ready for the end point assessment (EPA). This is what is known as the 'Gateway'. If all in agreement, then the learner will start preparing for the End Point Assessment.

The EPA will consist of:

- **Portfolio of Evidence** – Up to 15 pieces of evidence will need to be submitted to demonstrate that the learner has all the knowledge, skills and behaviours required in the apprenticeship standard.
- **Interview** – learners will attend a 60 minute interview where they will discuss the evidence in the portfolio and answer questions.
- **Project Report** – learners will submit a 3000 word Project Report which will be based on a workplace project. This must be produced as a formal business report and be broad enough to enable application of all the knowledge, skills and behaviours learnt.
- **Presentation & Questioning** – learners will need to deliver a 20-minute presentation based on the project report. This will be followed by a 25-minute question and answer session which will include a minimum of 6 questions

A final grade of Distinction, Merit, Pass or Fail will be given.

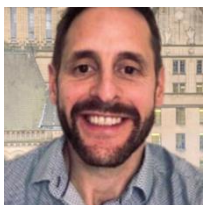
The Procurement Delivery Team

Supporting our learners to achieve success



Victoria – Academy Trainer

Vickie is an experienced Procurement Tutor who designs and delivers impactful training programmes. Vickie has over 20 years' experience across a number of industries including aerospace and electronic security in a range of senior procurement and supply chain roles. She is a contributing author to the CIPS Study Guide "Managing Supply Chain Risk". She is Chartered MCIPS, a qualified Ace Pilot (quality), DISC certified and an NLP Master Practitioner and Coach.



Adam – Academy Trainer

Adam has worked in procurement for 30 years, occupying roles at both global blue-chip corporations and SME's. Most of his career has been spent in manufacturing sectors, particularly aerospace and defence. He obtained full MCIPS status in 2004 and, alongside consulting activity, enjoys tutoring the procurement stars of the future!



Sharon – Coach

Sharon is a MCIPS procurement professional and qualified teacher who has extensive experience (over 20 years) working in procurement across different industry sectors – Chemical / Pharmaceuticals, Manufacturing, Utilities, Logistics / Supply Chain and Aerospace. She has experience of leading Utilities sector tenders in accordance with the Utilities Directive and EU Procurement guidelines. Sharon is passionate about procurement and helping learners to achieve their full potential in their careers.



Jennifer – Coach

Jennifer's journey of 25 years in procurement have taken her across the electronics, automotive, service, retail and distribution industries. During this period, she has attained a vast knowledge of supply chain and inventory management. She has gained extensive knowledge of the logistics field and experience of overseas sourcing and is CIPS Level 5 qualified. She has a wide spectrum of knowledge and enjoys coaching learners between the theories and practical aspects of procurement.



Alison – Coach

Alison King is a Chartered MCIPS qualified procurement professional with over 30 years Procurement experience gained within Manufacturing, Distribution, Aerospace and Defence industries. Having successfully built a career in Procurement, she proceeded to train in NLP and is a Certified NLP Practitioner and Certified NLP Coach. Alison is passionate about supporting Procurement Professionals reach their career goals through the Apprenticeship Programme.



Jenny – Coach

Jenny has worked in Procurement for 22 years, in a range of industries, where she also gained her full MCIPS professional qualification. Working with both Indirect and Direct category needs, she has built a varied knowledge of procurement in Manufacturing, Packaging, Food, Aerospace and Software services. Jenny has a passion for developing individuals to realise their full potential and help learners on every step of their apprenticeship journey.

Why Choose The Apprentice Academy?

- ✓ Multi Award Winning Training Provider (National Delivery)
- ✓ Ofsted 'Good' Rating & High Success Rates
- ✓ Online Learning Option Which is Climate Friendly & Minimises Carbon Footprint
- ✓ All our trainers and coaches are experienced procurement & CIPS specialists
- ✓ Multiple Starting Points Throughout the Year – So Learners Can Start Quickly
- ✓ Employers & Learners Rate Our Services as Excellent

Some of the organisations we support with Apprenticeships

