

Lewisham Apprentice Job Description

Job title: IT Procurement & Contract Management Apprentice

Grade: APP YR1

Directorate: Corporate Resources

Responsible to: Mark Froud

Purpose of the job: To provide procurement, contract management and administration support.

Length of Contract: 18 months

Job Summary:

This is a fantastic opportunity to develop and enhance your skills and experience, by working as a Lewisham Procurement & Contract Management Apprentice in the IT and Digital team. Apprenticeships give you the opportunity and support to develop new work-placed skills in an organisation committed to your professional success.

As a Lewisham Apprentice, you will fully commit to the off-the-job training requirements of the post, alongside your normal day-to-day job. Both of these elements will equate to a full working week (4 days in the day-to-day job and 1 day off site for studies). The post holder will complete a course of study in the designated area and/or all learning and development requirements of the role.

A Lewisham Apprentice is expected to engage with the additional opportunities developed specifically for Lewisham Council Apprentices. As a Lewisham Apprentice, you will utilise the support on offer to maximise the benefits to your professional development.

You will have the opportunity to participate in a supportive environment to develop the behaviours, knowledge and professional skills required of the role and the team. You will commit to your professional development plan, set out at the beginning of your Apprenticeship.

Lewisham Apprentices are expected to take ownership of the tasks & projects set out by their line manager and the wider procurement team. Apprentices should understand the importance of managing both professional and learning responsibilities, and must manage these effectively.

Department Summary:

Many of the Council's services are delivered through contracts; the advice and guidance from the Procurement team enables the Council to achieve value for money and deliver benefits to our residents and local areas through its sourcing of goods and services.

Lewisham Procurement and Contract Management ensures the Council delivers its purchasing activities in accordance with the previous Public Contract Regulations (PCR) 2015 and the recent implementation of the New Procurement Act 2023. Also, the Council ensures that its purchasing is committed to transparency, demonstrating that the decisions we make about our spending is fair and open – publishing what we spend and with who.

You will be required to work as part of a team of professionals involved in procurement, contract management and commercial operations.

The Procurement function is gaining importance in both Private Companies and Councils and gives the opportunity to have a wide ranging influential career.

Duties

1. To undertake all administrative, and business support tasks as requested by your line manager or the wider procurement team, providing effective support when needed and completing tasks to a high standard.
2. Support additional day-to-day activities of the procurement and commercial team, including office operations, preparing for meetings and diary management.
3. Answer enquiries to the team: by phone, e-mail and face to face meetings. You will also help manage the central procurement inbox for the IT Procurement Team here in Lewisham, helping to deal with all enquiries or triaging them to the wider team members if needed.
4. Manage information, including keeping all active worksheets up to date.
5. To communicate with stakeholders and partners as required, building relationships and contributing to the engagement activities of the department. You will be an advocate for the procurement team, sharing good practice and representing the aims and policies of Lewisham Council in a friendly and professional manner.
6. Assist with the procurement process, as instructed. This will include helping to draft tender documents, data collation, uploading and launching tenders via the e-procurement system, relationship management, publishing award notices, arranging various meetings, contract management and ensuring high commercial standards across the council.
7. Ensure all tasks and responsibilities are completed to agreed timescales with a high standard of accuracy.
8. To complete any ad-hoc duties as needed by your line manager or wider procurement team.
9. To meet all learning commitments of the apprenticeship as directed by your line manager, the Apprenticeships Manager or the learning/training provider.

Assigned qualifications and an end point assessment must be completed.
This can include presentations, portfolios, units of assessment and exams.

Skills:

A Lewisham Apprentice is expected to bring with them the following skills and a willingness to develop them further:

- 1) **Good Communication Skills-** Building good relationships is fundamental to the delivery of services.
 - 2) **Organisational Skills-** The ability to manage your own workload and to work to team and project deadlines.
 - 3) **Teamwork and Cooperation-** The ability to work flexibly in a team and contribute to a supportive work environment.
 - 4) **Adaptability and flexibility-** Apprentices work in fluid, fast-paced & exciting environments, where things change on a daily basis. These skills are vital to responding to different situations in the workplace.
 - 5) **General Computer Skills** - Proficiency in essential software such as Outlook for email management, Word and Excel for handling data, including standard formulas.
 - 6) **Deliver Tasks to an High Standard** – Regardless of whether the task is to register a new contract to helping the team draft award letters, each task must be delivered to a high standard.
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