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Dear Applicant,

Procurement Apprenticeship at Epsom & Ewell Borough Council

Have you thought about a career in Procurement?

This is an opportunity to both **earn a salary** and **study** for an industry recognised procurement qualification. We have an annual spend of £14 million at the council, and you would play a key role in ensuring that we purchase our goods and services professionally and deliver vital services to our residents.

Working in procurement at the council, while studying for an Advanced Certificate in Purchasing and Supply, will set you on a path for strong earning potential in the future. Once qualified, a typical starting salary is in the region of £25,000, rising to £60,000 for senior management positions.

In partnership with the Chartered Institute of Purchasing and Supply, we have developed a training role in the Corporate Assurance team undertaking a 12-18 month fixed-term agreement where **we will cover the cost of your tuition fees in full.**

During the times you are not attending classroom teaching or undertaking independent learning, we will provide you with a working environment where you can learn how to be a Procurement Officer, with the support of the dedicated and professional staff at Epsom & Ewell Borough Council.

Our work is wide ranging and enjoyable, and we offer you the opportunity to join a pro-active team who are responsible for bringing a planned programme of tender opportunities to market, with the aim of delivering value for money services to the local community. Furthermore, you will have the opportunity to study the strategic elements of procurement e.g., social value and climate change, that is pivotal to the delivery of sustainable procurements and contracts.

I have attached the job advertisement to this letter which gives more detail on the position.

Kind regards,

Prue Timms

Prue Timms
Procurement and Contracts Manager

Procurement Apprentice (12-18 months)

£12,820 per year

36 hours per week

Tuition fees paid

About the Role

As a Procurement Apprentice, you will gain a full understanding of all stages of the procurement cycle and be able to apply factual, procedural, and theoretical knowledge of procurement and supply. You will work within the Corporate Assurance team with exposure to services across the Council.

You will support the Procurement and Contract Manager by:

- Managing the council's Contract Register.
- Administrating In-Tend, the council's eSourcing portal for goods and services.
- Liaising and supporting Officers with procurement queries.
- Managing procurement communications.
- Advising colleagues on the application of the council's Contract Standing Orders (CSO's).
- Managing the contract waiver process.
- Submitting procurement award notices on Contracts Finder.
- In addition, you will become familiar with the other departments within the council including projects, finance, operational services, and property & regeneration. You will be supported by your manager and tutor with guided learning either online or at a study centre. You will spend 20% of your time working (equivalent to one day a week) towards your evidence portfolio and your qualification.

Epsom & Ewell Borough Council is delighted to offer an opportunity to start your career in Procurement, undertaking the tasks above, and more, whilst being paid a salary to both study for an Advanced Certificate and assist the Corporate Assurance team in their business-as-usual activities.

Once you have completed the Advanced Certificate in Purchasing and Supply, you will be eligible for employment as a Procurement Officer in a range of public, private and third sector employers.

As a condition of continued employment, it will be necessary to be accepted on and to progress through the apprenticeship programme. Support will be available via CIPS ([website](#)) and the Council.

Benefits

As part of the apprenticeship scheme, the CIPS Advanced Certificate tuition fees are fully funded, and you will earn a salary while you study and work. We will cover your travel expenses to classroom studies and pay for you to become an affiliate member of the Chartered Institute of Purchasing and Supply (CIPS).

You will receive 24 days annual leave, to be taken around your studies and work commitments, plus subsidised gym membership.

To find out more about the Procurement Apprenticeship Programme, view the material at [Chartered Institute of Purchasing and Supply](#). To find out about the work at Epsom and Ewell Borough Council and the role of Procurement Apprentice, please get in touch – Prue Timms, Procurement and Contracts Manager ptimms@epsom-ewell.gov.uk

TO APPLY please click on the following link: [Procurement Apprentice](#)

Closing date: 22 September 2022

Interviews: week of 26 September 2022