

Procurement Apprentice

Where Manchester meets the world...

Manchester Central is an award-winning, globally renowned venue in the heart of one of the world's most vibrant cities. This iconic convention centre offers world class flexibility and state-of-the-art facilities that provide a dynamic venue for some of the world's leading conferences, exhibitions and events.

It is fundamental to our continued business growth that we have a compelling people strategy to help us realise our challenging company goals. This role will play an important part in sustaining our continued business growth.

Procurement Apprentice

£20-22,000 gross per annum / 25 days holiday plus bank holidays / contributory pension scheme / discounted car parking

Manchester Central is pleased to announce the vacancy of a Procurement Apprentice. Reporting directly to the Procurement Officer, this role is working on a fixed term contract basis which will cover the period of the apprenticeship. The role will spend 20% of the working hours gaining skills and knowledge to work towards the Procurement and Supply Assistant Level 3 apprenticeship standard. This will typically include attending workshops, on-line learning, webinars, coaching or shadowing.

Your duties and responsibilities will include but are not limited to:

- Supporting the development of consistent procurement processes and procedures
- Act as a key contact for the procurement function, authorising supplier requests in line with agreed procurement procedures and performing ad hoc checks to ensure compliance
- Review of requisitions to ensure they agree with contract terms before converting to purchase orders and issuing to suppliers
- Support the Procurement Officer and budget holders with supplier selection and ensure contract management responsibilities are in place to manage the supply delivery

The ideal candidate will have:

- Self-motivated with the ability to work unsupervised
- The ability to build and develop good working relationships
- Ability to maintain confidentiality, to establish trust and credibility
- Adopt a positive approach and commitment to learning

You must:

- Effective numeracy, literacy and word processing skills
- Hold the ability to deliver quality and accuracy with an eye for detail
- Be proficient with Microsoft Office suite
- Have good communication skills with the ability to communicate effectively with people at all levels

To apply for this exciting opportunity, please send a CV and covering letter including details of your current salary and two references to:

Ref: Procurement Apprentice

FAO: HR Team

Email: careers@manchestercentral.co.uk

Closing date for applications: 17 January 2022 (5PM) We reserve the right to bring this date forward if a sufficient number of suitable applications are received

Manchester Central is an equal opportunities employer. All applicants who meet the essential criteria and identify as having a disability in their covering letter will be guaranteed an interview.

JOB DESCRIPTION

Procurement Apprentice

SALARY:	£20-22,000 gross per annum
HOURS	37.5 hours per week
WORKING PATTERN	Monday – Friday but some flexibility required to support the needs of the business
LOCATION AND BUSINESS AREA	Manchester Central – Corporate Services. This role may involve off site and supplier visits, however it will be mainly office based
AIM OF THE ROLE:	<p>Working across the Procurement and Quality and Assurance Teams, the purpose of the role is to support procurement activities, assisting with the execution of contracts, supplier liaison and running small procurement projects.</p> <p>The role will also support the Quality & Assurance Team in the delivery of the quality management systems by monitoring and updating the company's systems and databases</p>
DIRECTLY RESPONSIBLE TO:	Procurement Officer

About the Apprenticeship

The role will spend 20% of the working hours gaining skills and knowledge to work towards the Procurement and Supply Assistant Level 3 apprenticeship standard. This will typically include attending workshops, on-line learning, webinars, coaching or shadowing.

Once successfully completed and at the end of the apprenticeship the Level 3 Advanced Certificate in Procurement and Supply Operations will be achieved.

The duration of this role is 24 months, which is the typical length of the apprenticeship programme. The apprenticeship programme will support growth in the role and gain valuable skills and experiences for the current and future work.

Experience will be gained in delivering an effective procurement service that supports the delivery of wider business activities in the delivery of best value and ensuring compliance with internal governance, public contract regulations (PCR) 2015 as well as contract law.

MAIN AREAS OF RESPONSIBILITY

Procurement

- Supporting the development of consistent procurement processes and procedures
- Maintaining the supplier database, reviewing details of new suppliers, checking validity of documents submitted by both suppliers and contract managers in line with the approved supplier procedures,
- Monitoring the existing supplier database and liaising with contract managers to ensure that all information relating to suppliers is accurate and up to date
- Contributing to the sourcing of new suppliers using market research for on-going tenders on behalf of the wider team
- Supporting the Procurement Officer and budget holders with supplier selection and ensuring contract management responsibilities are in place to manage the supply and delivery
- To act as a key contact for the procurement function, authorising credit cards and one time supplier requests in line with agreed procurement procedures and performing ad hoc checks to ensure compliance
- Working with budget holders to develop procurement documents (e.g., ITT templates and T&C's)
- Supporting supplier negotiations and help to ensure value for money deals are obtained
- Supporting the Procurement Officer with quotations, tender responses and evaluation of those responses
- Undertaking smaller and straightforward tenders, managing the process end to end, including supplier submissions and correspondence
- Supporting the Procurement Officer and budget holders with larger, more complex procurements and OJEU tenders
- Review of requisitions to ensure they agree with contract terms before converting to purchase orders and issuing to suppliers
- Collating and analysing relevant management information, for example supplier spends, to report to the wider business, undertaking analysis in excel and other Microsoft packages
- Participating and managing meetings, taking minutes and capturing follow up actions as required
- Working towards obtaining a professional qualification

Quality & Assurance

- Performing periodic internal audits of the Company, using pro-forma workbooks in line with the established internal audit procedures and tracker to ensure that Manchester Central's processes work effectively
- Documenting the internal audit findings as per the internal audit procedure, establishing improvements and corrective actions and ensuring that responsibilities are set and communicated appropriately
- Supporting the Quality & Assurance team in maintaining the Company's legal, compliance register
- Supporting the Quality & Assurance team in the ongoing maintenance of the Quality management and Sustainability management systems
- Supporting the Quality & Assurance team in keeping the Business risk register up to date by partnering with the senior management team
- Assisting in the preparation for external audits and certification visits in line with the International standard requirements
- Ensuring all documentation e.g. process maps, policies and procedures are accurate, up to date and reflect company processes
- Preparing and editing correspondence, communications, presentations and other documents
- Preparing and circulating agendas for team or wider company meetings as required, making all necessary arrangements for the holding of such meetings and assisting with the distribution of meeting papers.

General:

- To always promote Manchester Central in a positive and professional manner;
- To assist in the delivery of the company's relevant key priorities and projects.
- To adhere to Manchester Central's health and safety policy and observe a duty of care to other users of Manchester Central;
- To sustain a flexible and adaptable attitude to self and the work of the department;
- To be aware of issues of equality and diversity and to understand and be sensitive to cultural differences;
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve the effectiveness and efficiency of service delivery;
- To undertake any other duty commensurate with this post as determined by the line manager;
- This job description is not intended to be either prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility at the time of writing.

About us:

Our purpose is to connect people, ideas, and business through meaningful and rich experiences.

Our customers choose Manchester Central because of the experiences we help them to create. We help them to make something happen – the energy and connection that creates memories.

We help them to grow their businesses – connecting with their customers, partners, suppliers, and employees. We bring people together to share ideas and make plans. We pay attention to the details so our clients can pay attention to their guests. What makes us different is the creativity, professional delivery, expertise and passion of our team.

The qualities of our people:

Our people are pretty fabulous. They really love our industry, our customers, and what we do. We have high expectations of each other and live up to the standards we've set.

The people who are happiest working for us want to make things happen for a great purpose. They want the challenge of a fast pace, lots of energy and a great team to work with.

We are a special group who have chosen to work together, and we share these characteristics:

Expert & specialist. We're highly respected and super proud of our level of expertise – making the complexity of what we do look effortless.

Flexible. We're all about innovation and trying new ways to create experiences for customers. We're really flexible to meet our customers needs.

Positive and energetic. There's a great energy across the business and sense of teamwork - it feels like a family. We have fun at work and there's plenty of social activity.

Ready to grow. Careers are important to us too – some of our senior leaders started out as team members and then progressed their careers.

If people move on from working with us, they'll always have improved their skills and experience along the way.

Committed. Our people show huge levels of commitment for our customers, and they're determined to get the job done. Events always build up to a crescendo of activity, so it's not always easy. Even when there's pressure it's still a great place to work.

We have a Code of Conduct sets out the right way to do business at Manchester Central.

The reputation and integrity of our business is based on all of the decisions we've made, the way we manage our business and what we deliver. These actions and decisions have built up the trust we've earned with our customers, suppliers, communities and colleagues.

Our people pay attention to respect in our workplace, doing the right thing and safeguarding our company and each other.

Person Specification

Experience	Essential	Desirable
Experience of working in a procurement or finance team		✓
Experience of undertaking procurement exercises for the supply of goods or services		✓
Experience in the hospitality or events sector		✓
Experience of prioritising workloads		✓
Experience of handling enquiries and resolving queries		✓
Experience of multi-tasking and working in a busy environment		✓
Skills		
Ability to deliver quality and accuracy with an eye for detail	✓	
Proficient with Microsoft Office suite	✓	
Good organisational and time management skills	✓	
Effective numeracy, literacy and word processing skills	✓	
Good communication skills with the ability to communicate effectively with people at all levels	✓	
Personal Attributes		
Self-motivated with the ability to work unsupervised	✓	
Ability to work effectively as an individual, as part of own team and in partnership with others	✓	
Ability to build and develop good working relationships	✓	
Ability to maintain confidentiality, to establish trust and credibility.	✓	
Respectful of a diverse range of people	✓	
Ability to demonstrate sensitivity, diplomacy and tact	✓	
Adopts a positive approach and commitment to learning	✓	
Demonstrate a customer centred approach to delivery	✓	