



Job Description

Job Title:	Apprentice – Procurement & supply chain practitioner
Directorate/Team:	Corporate Services / Procurement (Contract & Compliance)
Location:	16 Summer Lane, Birmingham
Responsible to:	Senior Contract and Compliance Lead Officer
Responsible for:	None
Key working relationships: (internal)	This postholder will work collaboratively with teams across Procurement, Finance, Legal, Transport, Governance and wider WMCA services to support contract management and service delivery.
Key working relationships: (external)	Support engagement with suppliers, service providers, and partner organisations (e.g. regulators and agencies) as required.

Purpose of the Post

This apprenticeship offers a structured pathway to develop professional skills, contribute to meaningful work, and prepare for future career opportunities within the public sector or corporate environment.

This apprenticeship role supports the delivery of procurement and contract management activities, contributing to the monitoring, maintenance, and improvement of contracts in line with WMCA strategies, policies, and regulatory requirements.

Accountabilities

- Support the monitoring of contracts and service performance, identifying issues and assisting in recommending improvements.
- Assist with the delivery of procurement and contract compliance activities to ensure services meet high quality standards, organisational policies, procedures and regulatory requirements
- Contribute to the day-to-day delivery of procurement and contract management tasks.
- Engage in training and development activities, completing all required apprentice coursework and assessments.
- Demonstrate professionalism, curiosity, and a commitment to continuous improvement.
- Maintain confidentiality and integrity in handling sensitive information.

Responsibilities

Strategic

- Support the implementation of procurement and contract management strategies and standards.
- Assist in the collection and analysis of data to inform decision-making and performance reporting.
- Contribute to service improvement initiatives and team development activities.
- Assist with research tasks that support continuous improvement or policy development.
- Work flexibly and with integrity to meet the needs of the WMCA and Contract & Compliance team.

People

- Develop positive working relationships with colleagues, mentors, and managers across the organisation.

- Regularly engage with mentors or supervisors to gain insights and improve your performance. - Participate in team activities and contribute to a collaborative, inclusive working environment. - Strengthen skills in communication, teamwork, problem-solving, and time management, seek and act on feedback.
Operational
- Apply understanding of the organisation's procedures or practices for tasks required. - Provide and coordinate administrative and logistical support for meetings, workshops, and events. - Participate in hands-on training, shadow experienced professionals, and attend relevant courses to build expertise. - Use digital tools and systems to manage tasks, schedules, and workflows. - Maintain accurate records, databases, and documentation in line with organisational standards. - Support on tasks or projects to practice and demonstrate your growing skills. - Respond to routine enquiries and requests from colleagues and stakeholders in a timely and professional manner. - Maintain logs of your work, including progress reports, learning outcomes, or any required documentation as required as part of learning.
Financial
- Participate in budgeting and financial planning discussions, increasing learning through shadowing and training sessions. - Develop an understanding of budgeting, financial governance, and procurement regulations. - Understand the importance of value for money and responsible resource use in public service delivery.
Other
- Complete all apprenticeship training modules and assessments within agreed timeframes. - During the apprenticeship, you will develop greater independence in your work and enhance your competencies. - Uphold the organisation's values, including integrity, inclusivity, and public service. - Take part in internal development programmes, networking events, and mentoring opportunities as required. - Carry out any other duties reasonably required to support the team and enhance learning.

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Ability to work in a team environment (e.g. school, volunteering, part-time job)	x		x	x	
Experience supporting projects or events		x		x	
Ability to work effectively in a hybrid environment, combining remote and office-based work	x			x	
Experience using Microsoft Office (Word, Excel, Outlook)	x		x	x	
Skills / Knowledge	E	D	A*	I*	T*
Good analytical skills, able to review information and determine the best approach.	x		x	x	
Ability to communicate to people through strong written and verbal communication skills.	x		x	x	
Attention to detail and accuracy	x		x	x	
Ability to manage time and prioritise tasks effectively	x		x	x	
Willingness to learn and take initiative	x		x	x	
Ability to work collaboratively with others	x		x	x	

Qualification / Education / Training	E	D	A*	I*	T*
Willingness to complete the level 4 CIPS apprenticeship	x				x
Minimum of 2 A-Levels (or equivalent Level 3 qualification)	x		x		
GCSEs in English and Maths (grade 4/C or above) or equivalent (e.g. level 2 Functional Skills)	x		x		

***Key:** A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values		
Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.		
Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements									
Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes ☐	No ☒	Yes ☐	No ☒	Basic ☐	Standard ☐	Enhanced ☐	None ☒	Yes ☐	No ☒

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
01/04/2024		SP16-20	