

Apprentice Procurement Assistant Applicant Recruitment Pack



Welcome

Hi,

We would like to thank you for your interest in the Apprentice Procurement Assistant role within Sefton Council's, Procurement Team.

This is an exciting and rewarding opportunity for someone who thrives on being organised, is approachable and wants to be at the heart of a busy and varied working environment. The Procurement Team are looking to recruit an Apprentice who is committed and motivated to complete the 21 month programme, where you will complete a Level 4 Procurement and supply chain practitioner qualification [Procurement and supply chain practitioner / Skills England](#)

Apprenticeships are high quality, work-based training programmes for people who want to develop their prospects and career. The programme provides work-based training to those who want to learn new skills and gain qualifications while working.

As a person, if you're someone who enjoys helping others, takes pride in delivering high-quality support, and brings energy, adaptability, and a genuine passion for making a difference, we'd be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

We look forward to receiving your application.

The Corporate Apprenticeship Team
Workforce Learning & Development



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.

Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded

Good by the Care Quality Commission (CQC), and our Children's Services also achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression,

strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A fixed term contract for the duration of the apprenticeship.
- Access to a pension scheme.
- Paid holidays.
- A recognised qualification (Level 2, 3 or 4).
- Support from a mentor and the Corporate Apprenticeship Team.
- Employability skills support from Sefton @ Work.

- The Apprentice Travelcard is available for anyone aged between 19 - 24 living in the Liverpool City Region who is currently enrolled on an approved.
- Apprenticeship with an Education and Skills funding agency.
- A supportive and collaborative working environment.
- A bespoke training contract, in partnership with a Training Provider to deliver apprenticeship training either in the workplace or at college (depending on the apprenticeship).
- A role where your work makes a real difference across the organisation.

To be considered for an apprenticeship you will need:

- To have lived in the UK for the past three years.
- A commitment to complete the qualification and remain for the duration of the contract.
- Have a good standard of English and maths.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave per year plus bank holiday.
- Flexible working options to support a healthy work-life balance, subject to service needs.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.

- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

- Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.
- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

To support members of the Procurement Team and learn how to provide a professional sourcing, procurement and supplier management function in securing high quality and cost-efficient supply of a wide range of goods and services which meet the principle requirements of the Corporate Procurement Strategy and Contract Procedure Rules, ensuring the most cost-effective use of the Council's resources.

Main Duties

- Establish and maintain an operational knowledge of the applicable Procurement Act 2023 and how they impact the procurement operation of the Council.
- Establish and maintain an operational knowledge of the Council's Contracts Procedure Rules and related governance, and how they impact the procurement operation of the Council.
- Undertake Request for Quotation (RFQ) procurement exercises and prepare tender documentation by liaising with Procurement Team colleagues compliant to the Procurement Act 2023, and our Contract Procedure Rules. Support colleagues in managing compliant end to end procurement procedures, including contract award.
- Support the Procurement Operations Manager to maintain and update the Contracts Waiver Register and ensure all processes are followed. Ensure Waivers are submitted with the correct information. Record all waiver details and liaise with Heads of Services for authorisation.
- Provide data analysis and reporting of spend profiles across the Council.
- Contribute to the recording of cost avoidance savings across the Council.

Please see Appendix A (page 10) for a full copy of the Job Description and Person Specification.

Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.



- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses – see <https://nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method>.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles or school/college.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.
- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is Thursday 15th October 2026 (or earlier in the event of high volume of applications being received).

Interview date is Wednesday 28th October 2026.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.

Appendix A – Job Description

Directorate:	Corporate Resources
Location:	Magdalen House, 30 Trinity Road, Bootle L20 3NJ
Division:	Procurement
Post Title:	Apprentice Procurement Assistant Level 4
Grade:	National minimum wage for age plus 5% (Level 4)
Salary age dependent (breakdown per age group as below)	
• Age 16-17	£15,768 (£ 8.40 per hour)
• Age 18-20	£21,381 (£11.39 per hour)
• Age 21+	£25,060 (£13.35 per hour)
Qualification:	Level 4 Procurement and Supply Chain Practitioner
Hours:	36 hours
Fixed term:	21 months
Reporting to:	Head of Procurement

JOB PURPOSE:

To support members of the Procurement Team and learn how to provide a professional sourcing, procurement and supplier management function in securing high quality and cost-efficient supply of a wide range of goods and services which meet the principle requirements of the Corporate Procurement Strategy and Contract Procedure Rules, ensuring the most cost-effective use of the Council's resources.

DUTIES

Knowledge

1. Establish and maintain an operational knowledge of the applicable Procurement Act 2023 and how they impact the procurement operation of the Council.

2. Establish and maintain an operational knowledge of the Council's Contracts Procedure Rules and related governance, and how they impact the procurement operation of the Council.
3. Apply knowledge and understanding of both the applicable Procurement Act 2023 and the Council's Contracts Procedure Rules, to support public procurement exercises controlled by legislation and governance on behalf of the Council.
4. Undertake Request for Quotation (RFQ) procurement exercises and prepare tender documentation by liaising with Procurement Team colleagues compliant to the Procurement Act 2023, and our Contract Procedure Rules. Support colleagues in managing compliant end to end procurement procedures, including contract award.

Operational Application

5. Learn how to conduct complex and high value sourcing exercises, including invitation to Tender (ITT) exercises conducted via the Councils Tendering Portal.
6. Support the preparation of contract documents, including specifications and evaluation criteria, in consultation with Heads of Service, Procurement Officers and other internal stake holders
7. Learn to design, build and put into operation, Microsoft Excel based evaluation matrices to capture and record the results of supplier evaluation activity carried out within procurement process.
8. Understand the process and learn to analysis Quotations and Tenders submitted by bidding organisations, including the management of end-to-end procurement projects.
9. Support the Councils Financial System including uploading catalogues, creating and adding to the database of all budget and product codes, testing of the system for all upgrades and updates and maintain the system to ensure budgets are all current.
10. Support and assist in maintaining the Council's Contracts Register.



11. Establish an operational knowledge and understanding of, and carry out practical use of the Council's electronic opportunities portal.
12. Liaison with, and provide support to, external service providers and partner organisations in relation to procurement of specialist requirements and maintain professional supplier relationships and standards.
13. Provide advice and guidance, and operational procurement support, when arranged by agreement, to educational establishments that opt to procure the service from the Council.
14. Support procurement staff in the management of Corporate contracts and provide advice to Service Managers and Officers on issues impacting on their Contracts.
15. Liaise and support Procurement, Service or Commissioning Managers on all aspects of general daily procurement activity.
16. Any other duties as required or designated by the Head of Procurement.

Contracts / Administration

17. Support the Procurement Operations Manager to maintain and update the Contracts Waiver Register and ensure all processes are followed. Ensure Waivers are submitted with the correct information. Record all waiver details and liaise with Heads of Services for authorisation.
18. Provide data analysis and reporting of spend profiles across the Council.
19. Contribute to the recording of cost avoidance savings across the Council.
20. Support and incorporate the Sefton early payment rebate scheme into our procurement processes and procedures to produce savings.

GENERAL REQUIREMENTS

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.



All staff have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

The appointed person will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The appointed person will be expected to undertake, and participate in training, coaching and development activities, as appropriate to the role.

Note: Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job.

Prepared By: Don Sturgeon, Head of Procurement

Date : September 2026

Appendix B – Person Specification

Post: Apprentice Procurement Assistant Level 4

Department: Corporate Resources, Procurement Team

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
Good Standard of General Education including the ability to demonstrate working at Level 2 (A*-C/4-9 grades) or equivalent for both English and Maths	E	AF/C
<u>EXPERIENCE</u>		
Compliance with CIPS Code of Conduct	D	AF/I
Experience of managing tendering processes effectively and driving value for money	D	AF/I
Experience of working in a procurement role within a large organisation with significant supply market expenditure.	D	AF/I
Experience of working on procurement projects and facilitating commercially sustainable outcomes	D	AF/I
Experience of negotiating and working collaboratively with a diverse range of internal departments and external partners	D	AF/I
<u>KNOWLEDGE/SKILLS/ABILITIES</u>		
Demonstrable persuasive and negotiation skills	E	AF/I
Demonstrable commercial acumen and professional credibility.	E	AF/I
Good general understanding of performance and risk management processes and influencing stakeholders to mitigate the risks.	D	AF/I
<u>SPECIAL REQUIREMENTS</u>		
CIPS Ethical Procurement Accreditation (within 1 month of being in post).	E	AF/I

Assessment Method Key: A: Application Form, C: Certificate, I: Interview, P: Presentation