

## SCOTLAND EXCEL

### JOB OUTLINE

<b>FUNCTION:</b>	Strategic Procurement and Commissioning	<b>SECTION/TEAM:</b>	Rotation
<b>POST TITLE:</b>	Graduate Trainee	<b>POST ID:</b>	GRAD2026
<b>GRADE:</b>	Grade 6	<b>LOCATION:</b>	Based at Renfrewshire House

#### ORGANISATIONAL OVERVIEW:

Scotland Excel is an award-winning Centre of Procurement Expertise providing a wide range of procurement, commissioning, consultancy, and learning and development services for our members.

Since 2008, we have helped to establish procurement as an effective driver for local and national economic growth and wellbeing. Our £1bn portfolio of collaborative contracts supports the delivery of savings, social value, community benefits, fair work practices and environmental policy, and covers a wide range of public services including construction, roads, transport, environment, corporate and education.

Scotland Excel also develops and manages arrangements which support the commissioning of care services for children and adults. Our national care contracts are developed in partnership with care professionals, including care providers, to support person-centred outcomes embedded within national policy.

We also provide procurement and consultancy services to help our members get the most from their procurement resources, ranging from ad-hoc tendering support through to transformation programmes and strategic procurement partnerships.

The Scotland Excel Academy offers applied learning programmes leading to accredited qualifications in procurement, leadership and management, coaching and mentoring, project management and business analysis, as well as short courses and workshops.

Scotland Excel is a non-profit organisation working with members from across the public sector including local authorities, health and social care partnerships, housing associations, and other public and third sector organisations.

#### PRINCIPAL ROLE:

The Principal Role for a Graduate Trainee will depend on which area of the organisation you are based, will include some or all of the following responsibilities.

- Work as a member of the Scotland Excel team to lead, support and provide a range of administrative, procurement and support services under the guidance of your line manager.
- Actively participate in the Scotland Excel contract delivery plan and support the preparation and issue of contract documentation for the team.
- Assist in the delivery of our contracts to ensure that they deliver benefits for customers
- Undertake a range of research and analysis duties as directed in support of the procurement teams' contracts process.
- Act as a first point of contact for general customer enquiries, ensuring that these are handled swiftly and effectively in line with Scotland Excel's customer care focus

## KEY TASKS FOR WHICH THE POST HOLDER WILL BE RESPONSIBLE:

Key tasks for Graduate Trainees will depend on which area of the organisation you are based in and will include some or all of the following.

### Supporting Contract Development

- Assist in the delivery of our contracts as allocated in accordance with Scotland Excel's approved procurement process.
- Act as a first point of contact for general customer enquiries, ensuring that these are handled swiftly and effectively in line with Scotland Excel's customer care focus
- Support the preparation and issue of tender documentation for our portfolio of contracts and evaluate tenders as directed.
- Support administration of the Scotland Excel website as appropriate
- Assist in the planning of negotiations with Scotland Excel suppliers and participate in negotiation meetings as required.

### Supporting Contract Management

- Support a range of business support and administration services to internal and external stakeholders.
- Support sustainable procurement policy and practice in the delivery of contracts to local authorities.
- Extract, manipulate and analyse required information sets, maintaining records, data processing files, compiling management information reports as required
- Responsible for the delivery of assigned support and administrative tasks in accordance with agreed deadlines and targets and in line with quality requirements.
- Support Scotland Excel's commitment to and compliance with Health and Safety policies and procedures
- Uphold and work in line with Scotland Excel's Values across all activities and tasks

### Building Stakeholder Relationships

- Arrange supplier and customer site reference visits as required by the team and maintain a record of site visit reports.
- Source new suppliers for our portfolio of contracts as directed/analyse supplier management information and present output as specified.
- Liaise with Scotland Excel Procurement & Account Managers to monitor and address regional issues and concerns with our frameworks.
- Assist the team in the development of effective supplier relationship strategies.
- Maintain effective relationships with colleagues across the organisation providing support as required and ensuring services are delivered to a high standard and on time

***This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive, and the job holder will be required to undertake other duties and responsibilities commensurate with the grade.***

Scotland Excel will provide each Graduate Trainee with a training programme specific to their subject area working towards a recognised professional accreditation.

Each Graduate Trainee will undertake a two-year training programme learning about the operation of Scotland Excel's Strategic Procurement and Customer and Business Services sections. Line management will be carried out by the appropriate Scotland Excel manager dependent on which area of the organisation the graduate trainee is placed.

The training programme aims to develop highly trained professionals who will be flexible and able to operate proactively within a challenging and changing public sector environment.