

## Role Profile

Role Details			
Role Title	Trainee Procurement Officer	Section	City Building
Division	City Building (Glasgow) LLP	Report To	Procurement Manager
Grade/Salary	SCP23-26 (£32,286-£34,278)	Date Completed	January 2026
Company Overview			
<p>City Building provides a range of repairs and maintenance, manufacturing, construction and refurbishment activities for Glasgow City Council and Wheatley Housing Group’s citizens and customers as well as other public, private and third sector organisations.</p> <p>City Building operates both the largest construction craft apprenticeship programme in Scotland, and Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe, around 200 people, more than 50% of whom have a disability.</p> <p>Our accreditations include, ISO45001, ISO 14001 and ISO 9001:2015. We are current recipients of a Queen’s Award for Enterprise Promoting Opportunity and Investors in Young People Platinum award. Both these accolades recognise our focus on investing in and growing a skilled staff base.</p>			
Our Values			
<p><b>Excellence:</b> to deliver quality in everything we do.</p> <p><b>Honesty:</b> to be open, honest and transparent with all stakeholders, promoting partnerships and sustainability.</p> <p><b>Trust:</b> to be trusted by our employees, clients and partners.</p> <p><b>Inclusion:</b> we are a welcoming, diverse and supportive organisation, that supports all to reach their full potential by building trust.</p> <p><b>Community:</b> to play an important role in the communities of Glasgow we serve. Providing first class services together with jobs and training opportunities for local people.</p> <p><b>Ambition:</b> to build a culture of excellence, through continuous improvement to deliver outstanding services for all of our customers. All whilst being an employer of choice within the city providing high quality and skilled jobs</p>			
Our Vision			
<p>Our residents, customers and partners will recognise us as delivering outstanding levels of customer focus, quality and value.</p> <p>We will deliver for the citizens of Glasgow through high-quality, fair-paying jobs, and training opportunities which build the skills to support a more sustainable city. We will play a key role in reducing inequalities and improving the quality of life for the people and communities of Glasgow.</p>			

## Role Summary

The Trainee Procurement Officer will be an integral member of the Procurement Team and will support the Procurement Manager in the procurement of material and service requirements for the organisation in-line with the Scottish Government Procurement Journey guidelines.

The objective for prospective applicants is for them to gain experience in Public Procurement and adhere to the Scottish Government Procurement Journey in their role.

Reporting to the Procurement Manager you will receive training in the tendering process for a wide range of commodities for works, goods and services including mini-competitions, PCS Quick Quotes in-line with current procurement thresholds.

The objective is for applicants to gain an understanding as well as the ability to apply Public Sector regulations and procedures. The successful applicant will gain experience in utilizing Public Procurement Tools including Public Contract Scotland (PCS), Public Contract Scotland-Tender (PCS-T) and public sector procurement frameworks eg Scotland Excel.

CIPS (Chartered Institute of Procurement and Supply) is the main Procurement qualification procurement professionals in the UK attain to. Whilst this isn't a mandatory requirement to undertake this the business will support any employees who want to pursue this.

A key requirement of this post will be the responsibility for the maintenance and updating of accurate supplier information and prices on our systems ensuring prices are continually controlled to the best possible levels, which are commensurate with the service and quality required. You will maintain and develop sound supplier relations with satisfactory communications on all aspects of supply and monitor suppliers compliance with agreed lead times and take remedial action where necessary to ensure delivery of material on time.

In addition, you will add value to the organisation through contributing to the delivery of savings and efficiencies through our robust procurement process. You will foster good relations with our key stakeholders both internally and externally. You will strive for excellence ensuring best procurement practice is delivered consistently.

Working within a fast paced and changing environment, you will have experience in strategic sourcing including the development of low to medium value/ risk procurement inclusive of commodity profiling, market research, strategy planning, tendering, supplier selection, contract management, contract implementation, supply chain background and supplier performance management.

*At the date of preparation this role profile provides a comprehensive overview of the position. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.*

## Role Outputs

Role Output:	Includes the Requirement to:
Trainee Procurement Officer	<ul style="list-style-type: none"><li>– Assist the Procurement team by actively learning material and service procurement while gaining experience on key Public Procurement Tools and frameworks.</li><li>– Support the procurement process by managing supplier relationships and successfully contribute to deliver the end-to-end tendering process for a wide range of commodities.</li><li>– Gain an understanding and be able to apply key Public Sector regulations and procedures.</li><li>– Participate in strategic sourcing and management of contracts by carrying out market research to select the best suppliers.</li></ul>
Stakeholder Support and Engagement	<ul style="list-style-type: none"><li>– Build strong and lasting relationships with internal and external stakeholders by keeping them informed with the procurement practices.</li><li>– Effectively communicate performance, delivery times, and contract terms to key suppliers regularly.</li></ul>

	<ul style="list-style-type: none"> <li>– Monitor supplier performance and implement corrective measures such as addressing quality issues or delayed deliveries if expectations are not met.</li> <li>– Establishing positive partnerships with suppliers that would benefit the organisation.</li> </ul>
Data Management	<ul style="list-style-type: none"> <li>– Ensure supplier information and pricing data is accurate and consistently updated on our internal systems.</li> <li>– Ensure the prices are controlled and remain competitive while adhering to high quality standards.</li> <li>– Accurately handle sensitive information and notice any discrepancies that could affect operations.</li> </ul>
Compliance with professional, regulatory, statutory, and corporate requirements.	<ul style="list-style-type: none"> <li>– Adhere to procurement regulations, including compliance with the Scottish Government Procurement Journey.</li> <li>– Ensure that you are complying with internal policies, procedures, and relevant regulations.</li> <li>– Comply with and implement all City Building Policies and Procedures.</li> <li>– Act ethically and with integrity.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>– To carry out work in accordance with the Health and Safety at Work Act 1974</li> <li>– To ensure that all Health and Safety requirements are adhered.</li> <li>– Report all Incidents and Accidents at the earliest opportunity.</li> <li>– Ensure a safe working site at all times.</li> <li>– Ensure wellbeing is a priority.</li> </ul>

### Key Behaviours and Competencies

**Our Trainee Procurement Officer will demonstrate the following behaviours and competencies:**

<b>Behaviours and Competencies:</b>	<b>Includes the Requirement to:</b>
Organisational	<ul style="list-style-type: none"> <li>– Ability to manage multiple tasks and priorities, ensuring deadlines are met and operations run smoothly.</li> <li>– Manage and prioritise multiple procurement projects or duties simultaneously, keeping track of resources, documentation, and timelines.</li> <li>– Ensuring all procurement duties are completed in a timely manner.</li> <li>– Taking proactive actions to anticipate needs, address potential issues, and processes.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>– Provide clear communication and updates as required to stakeholders and management.</li> <li>– Provide clear instructions, feedback, and system updates with team members, other sections and clients when required.</li> </ul>
Attention to Detail	<ul style="list-style-type: none"> <li>– Ensure all data is recorded accurately, minimising errors that could impact the scheduling or execution of works.</li> <li>– Ability to accurately perform tasks, notice discrepancies, and ensure all aspects of systems or processes are handled properly.</li> </ul>
Trust and Confidentiality	<ul style="list-style-type: none"> <li>– You must ensure that any sensitive information is handled confidentially and responsibly.</li> <li>– Build and maintain trust with all stakeholders by consistently handling confidential matters with professionalism and respect.</li> </ul>
Ethical and Professional Integrity	<ul style="list-style-type: none"> <li>– Able to demonstrate honesty and transparency in all professional dealings.</li> </ul>

	<ul style="list-style-type: none"> <li>– Adhering to high ethical standards, maintaining the reputation of the organisation, and ensuring the confidentiality of sensitive information.</li> </ul>
<b>Person Specification</b>	
<ul style="list-style-type: none"> <li>– You will have highly developed communication, negotiating and influencing skills.</li> <li>– You will demonstrate assertiveness with a continuous improvement mindset which aims to inspire confidence and trust amongst key stakeholders.</li> <li>– You will be accomplished, focused, motivated, and confident with the ability to challenge the status quo, with a 'can do' attitude that enables you to drive forward plans and objectives.</li> <li>– You will have the ability to manage a varied workload and be experienced working within a confidential, fast moving, and complex environment.</li> <li>– You will have experience in strategic sourcing including the development of low to medium value/ risk procurement.</li> <li>– You should be proactive with the ability to identify and resolve any procurement issues that may arise.</li> <li>– Awareness of public sector procurement regulations would be advantageous.</li> <li>– Ability to work on own initiative or collaboratively with the team.</li> </ul>	
<b>Requirements</b>	
<i>Qualifications/Licence/Certification/Experience level...</i> <ul style="list-style-type: none"> <li>– You will possess excellent IT skills particularly in MS office packages such as word and excel. Ideally you will have an appropriate qualification or working towards this.</li> <li>– You will be required to have a flexible approach to this role and in your contribution to the success of the business.</li> </ul>	
<b>Interdependencies</b>	
<ul style="list-style-type: none"> <li>– Management</li> <li>– City Building Trades</li> <li>– Support Service Areas</li> <li>– Suppliers and Vendors</li> <li>– Regulatory Bodies</li> <li>– All personnel within City Building, Wheatley Housing Group, and Glasgow City Council involved directly or indirectly</li> </ul>	
<b>Conditions</b>	
<p>Your normal place of work will be 350 Darnick Street, Glasgow G21 4BA, but City Building has the discretion to place you in any establishment within their control.</p> <p>Your contracted hours of work will be 35 hours per week to be worked to suit the needs of the business.</p> <p>You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.</p>	