



## JOB DESCRIPTION

<b>Role/Title:</b>	Procurement Apprentice
<b>Reports to:</b>	Apprenticeships Manager
<b>Line managed by (daily basis):</b>	Head of Procurement

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### **What does a theatre Procurement team do?**

The Procurement Apprentice will be based in the Royal Ballet and Opera's Procurement team, which sits within the Finance, Legal & Business Affairs (FL&BA) department. The main roles of the Procurement function are:

- to manage the adherence of the RBO Procurement Policy across the organisation
- administer the current e-purchasing system
- develop and manage relationships with internal stakeholders and key suppliers
- develop organisational Preferred Supplier Lists
- assess our supply chains and activities to ensure compliance with legislation such as with the Modern Slavery Act 2015 *and*
- ensure effective sustainable procurement practices are established and embedded.

### **Purpose of the apprenticeship**

This apprenticeship will give the apprentice a broad experience, as well as day to day procurement activities, over the next 18 months you will also have the opportunity to be involved in an ongoing project to replace our existing purchasing and finance systems as part of our ongoing Business Transformation Programme.

There may also be the opportunity to specialise in the second year, and/or to spend some time working with other parts of the FL&BA department.

By the end of the apprenticeship the apprentice will have a clear understanding of the different paths available and be prepared for a role in a procurement department in a range of organisations.

### **About the Royal Ballet and Opera**

The Royal Ballet and Opera continues to lead the way in opera, ballet, music and dance both live on stage and through multiple digital platforms, from live streaming to worldwide cinema screenings. Our Covent Garden theatre has been at the heart of London and British cultural life for three centuries. We are home to two world-class Companies: The Royal Ballet and The Royal Opera.

The Royal Opera House describes the place we work, not who we are. The whole is always more than the sum of its parts - we may be a House, but three quarters of our audience experience what we do outside this building. While our Covent Garden theatre is the nerve

centre, the impact and influence of the organisation can be felt in every corner of the country, and around the world.

### **What is involved?**

You will be based in the Finance, Legal and Business Affairs department in Covent Garden. You will work towards a Level 4 Commercial Procurement and Supply Apprenticeship which will be delivered remotely by The Apprenticeship Academy Ltd. The majority of the learning required to achieve the qualification will be done in the workplace.

- The apprentice will be allocated one day per week or the equivalent time to attend Apprenticeship Academy delivery sessions and tutorials or to undertake individual study.
- The qualification will be achieved through the compilation of a portfolio of evidence demonstrating how the relevant skills have been used in the workplace, as well as a project and a professional discussion
- The apprentice will be supported throughout the apprenticeship by an assessor from The Apprenticeship Academy, RBO Head of Procurement and the apprenticeships team.
- Work is carried out at the Royal Opera House in Covent Garden.
- The working week is 40 hours, which will be scheduled between 9am and 6pm.

### **Who will you be working with?**

You will work alongside a variety of people and departments throughout the apprenticeship, as the Procurement function supports the entire organisation.

### **What will you do in the workplace during the apprenticeship?**

You will undertake a wide range of tasks including:

- Administration of RBO e-procurement system & associated systems
- Assisting with all stages of the tender process with supervision and mentoring provided by the Head of Procurement including market research, drafting documentation, communicating with bidders and internal evaluation teams, evaluation and contract negotiations.
- Performing post tender to ensure all compliance documentation is available, including compliance checks.
- Assisting with ongoing supplier relationship management.
- Reviewing and analysing management information on a quarterly basis.
- Assisting with the maintenance and development of the relevant contract records.
- Ensuring all procurement is carried out with consideration for social, environmental and economic factors and supporting with statutory reporting requirements.
- Owning the RBO Procurement SharePoint pages and support the drafting of procurement communications.
- Providing additional procurement support services as and when directed by your line manager.

### **Minimum essential requirements**

- You must be **18 years old or over** on Monday 6<sup>th</sup> January 2025
- You must **not** have completed a degree or equivalent in the UK or elsewhere.
- You must have work authorisation for the UK.
- You must have 5 GCSEs (or equivalent) including English at **Grade 4** or above, including **Maths** at **Grade 5** or above.
- Desirable – a relevant qualification at A Level or BTEC (Business Studies, Maths, Economics, etc.)

## What are we looking for in a Procurement Apprentice?

- Confidence in using Microsoft Office Software (Word, Excel, Outlook, Internet Explorer and PowerPoint).
- Good numeracy skills.
- Ability to communicate accurately both written and verbally.
- Ability to work as both part of a team and to work unsupervised.
- Good organisational skills including the ability to manage time effectively.
- Understanding of and commitment to maintaining confidentiality and dealing with sensitive information.
- Excellent people skills and an understanding of good customer service.
- Self-motivated to acquire new skills and knowledge.
- A helpful and positive attitude.

*Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

