

Click anywhere to continue



Scottish Government
Riaghaltas na h-Alba
gov.scot



Procurement People of Tomorrow

Higher and Further Education Pack



Introduction

Who is this pack for and how can it be used?

- **Careers Advisers** to use as a resource to support students considering procurement as a career or further education route.
- **Higher and Further Education Students** who want to find out more about procurement and its career opportunities.
- **Lecturers** who are looking for more information to provide to students about procurement and the sector in Scotland.

This can be used as a Careers Adviser resource or a pack for students to use directly.

If you would like more information email:
ScottishProcurement@gov.scot



Contents



Click to navigate

Procurement People
of Tomorrow

04

05

What is Procurement?

Where does Procurement
take place in Scotland?

07

08

Where does Procurement
take place in your life?

Skills for Procurement

09

10

Jobs in Procurement

Getting into the
Procurement Profession

11

12

Entry Routes:

- Graduate Programmes
- Post-graduate Courses
- Graduate Apprenticeship
- Other Educational Routes
- Modern Apprenticeship

Chartered Institute of
Procurement and Supply

17

18

Procurement
Job Titles



Procurement People Of Tomorrow

Procurement People of Tomorrow (PPoT) is a Scotland-wide partnership programme, involving both the public and private sectors, that aims to develop the procurement and commercial talent of tomorrow. Our vision is to leave a sustainable legacy for the procurement profession in Scotland by growing our own talent to address industry-wide skills shortages.

This pack was brought together by the PPoT working group, with the input from procurement teams across Scotland. All members of the working group are current or former Procurement Graduates, Modern Apprentices and new entrants who have been attracted to procurement as a career.

**Our aim is to leave
a sustainable legacy
in Scotland for the
Procurement Profession.**

Procurement People of Tomorrow website:

<https://www.gov.scot/publications/procurement-people-of-tomorrow-programme/>



What Is Procurement?

What is it?

Procurement and supply chain management involves buying the goods and services that enable an organisation to operate in a profitable and ethical manner; including managing the network of manufacturers, suppliers and logistics providers needed to obtain goods and/or services for your business.

Why is it important?

Procurement can be responsible for up to 70 per cent of a company's expenditure, so small reductions in cost can have a huge impact on profits. It is vital to protecting the continuity of production, distribution or public services during supply chain interruptions. It is important to use innovative and sustainable procurement approaches to ensure we award contracts to ethical companies, who support fair working practices within their organisation and who proactively address risks related to human rights or exploitation within their own supply chains.

Benefits of a Career in Procurement

- ✓ **An interesting and varied job with career prospects**
- ✓ **Influence locally and globally**
- Transferable skills and personal development**
- ✓ **Good pay and rewards packages**
- ✓ **Defined salary banding aligned to your role and responsibilities**
- A variety of career progression routes**
- ✓ **Influencing the procurement of sustainable products and services that support the protection of our environment**

A role in procurement allows you to develop a number of transferable skills. Procurement professionals work on a variety of different projects from buying services and equipment to the construction of a building.

You can get involved in all areas of supply chain projects working to improve quality, reduce cost, support and enable innovation. You can source more environmentally sustainable or low carbon solutions for your projects and encourage investment in training programmes and apprenticeships.





The Power of Procurement

A role in procurement will not only involve the purchase of goods and services but also requires procurement professionals to consider the sustainability of the supply chains that they enter into contracts with.

The term sustainability is broadly used to indicate programmes, initiatives and actions aimed at the preservation of a particular resource. However, it actually refers to four distinct areas; human, social, economic and environmental – known as the four pillars of sustainability.

The Procurement sector for publicly funded bodies in Scotland report on the sustainable outcomes of their contracts and aim to drive best practice in the sector.

Procurement professionals must consider factors such as production methods, ethical working environments, fair work practices and circular economy principles to ensure goods and services purchased achieve value for money on a whole life basis, while generating benefits for the organisation, wider society and the economy they interact with. Procurement professionals also have a crucial role to play to address the climate emergency and reduce greenhouse gas impacts throughout global supply chains and operations.

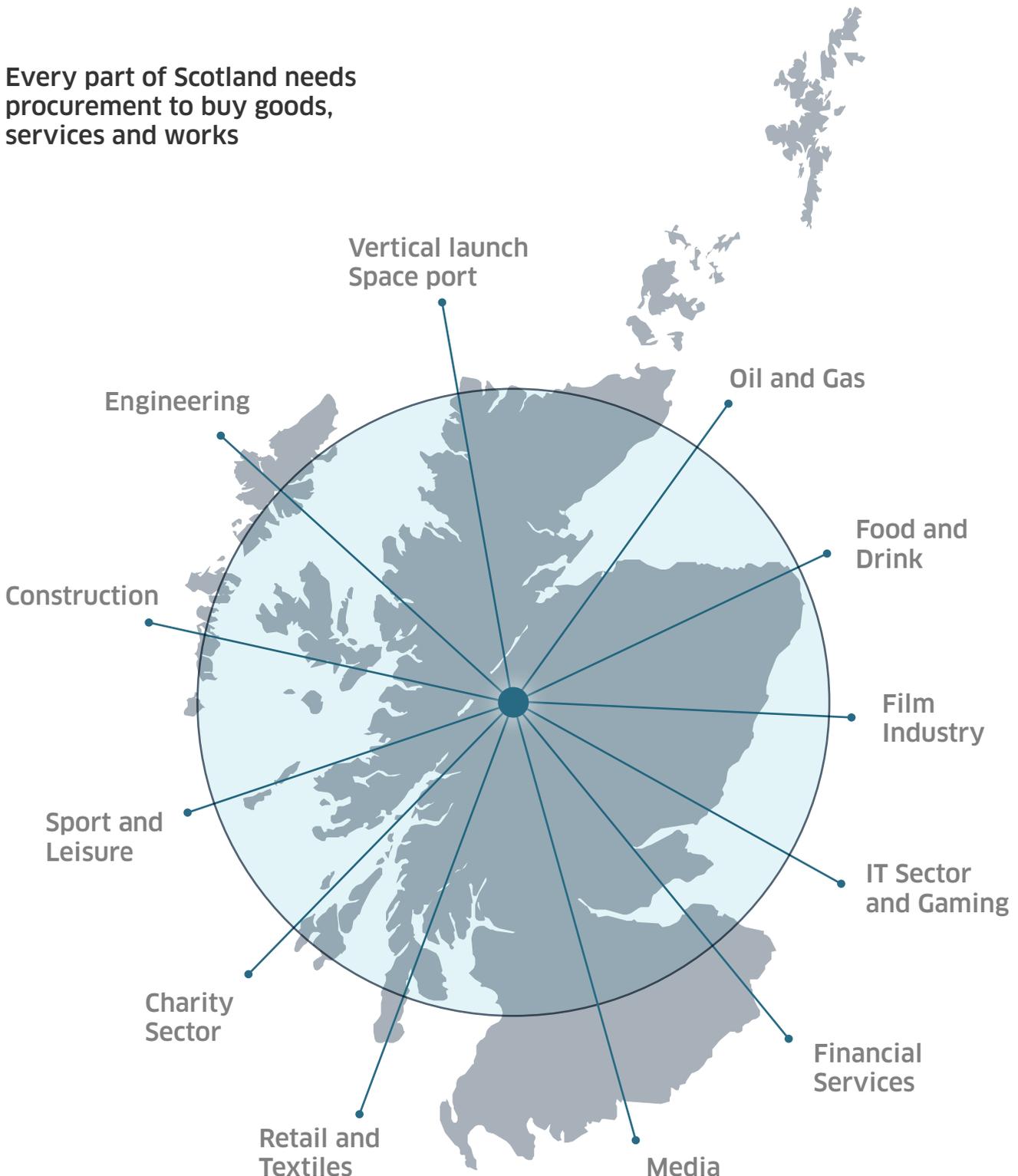
Working in Procurement may involve travel to monitor supply chains, conduct contract management and collaborate with other organisations. By working collaboratively with the wider supply chain, procurement professionals can mitigate the risk of unethical behaviour and support suppliers to ensure steps are taken to adhere to sustainable and ethical working practices.





Where does Procurement take place in Scotland?

Every part of Scotland needs procurement to buy goods, services and works





Where does Procurement take place in your life?

You may not think about it like this, but when you are buying clothes, shopping for your first holiday with your friends online or buying food in a supermarket, you are already using procurement skills.

You don't usually pick up the first thing you see, you look for options, compare prices and quality before making your final choice. That is the basic function of procurement! The skills you obtain in almost all Higher Education subjects, are the skills required for Procurement.

Business Studies

Commercial awareness supports good decision making; understanding supply chains, markets and international trade operates helps you to build your procurement strategy.

English

Effective communications supports stakeholder engagement and influencing; presentations, writing contracts, producing reports.

Accountancy and Finance

Support negotiation skills; numerical and quantitative skills; problem-solving and analytical ability; entrepreneurship, knowledge of global business challenges

Social Studies

Considering how public services and the impact on citizens needs to be addressed in procurement strategies; understanding different cultures and relationships

Project Management

Understanding digital standards when designing procurement specifications; enabling innovation and future-proofing solutions

Law

Ability to advocate, research using multiple sources; reasoning and critical judgement, lateral thinking; attention to detail and ability to draft formal documents; the ability to formulate robust arguments

Maths

Understanding pricing models; analysing the short, medium and longer term cost of solutions; developing business cases

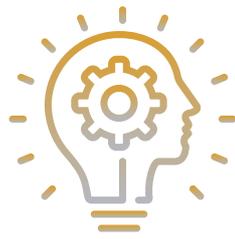
Languages

Leading international negotiations; managing international supply chains

Some of the **skills you need to work** in Procurement



Creativity



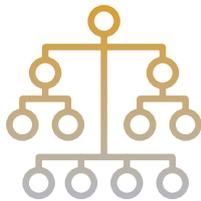
Innovative Thinking



Problem Solving



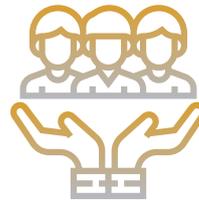
Initiative



Organisation Skills



Presenting and Communication Skills



Building Relationships



Listening and Communication



Team Working Skills



Commercial Awareness



Strategic Thinking



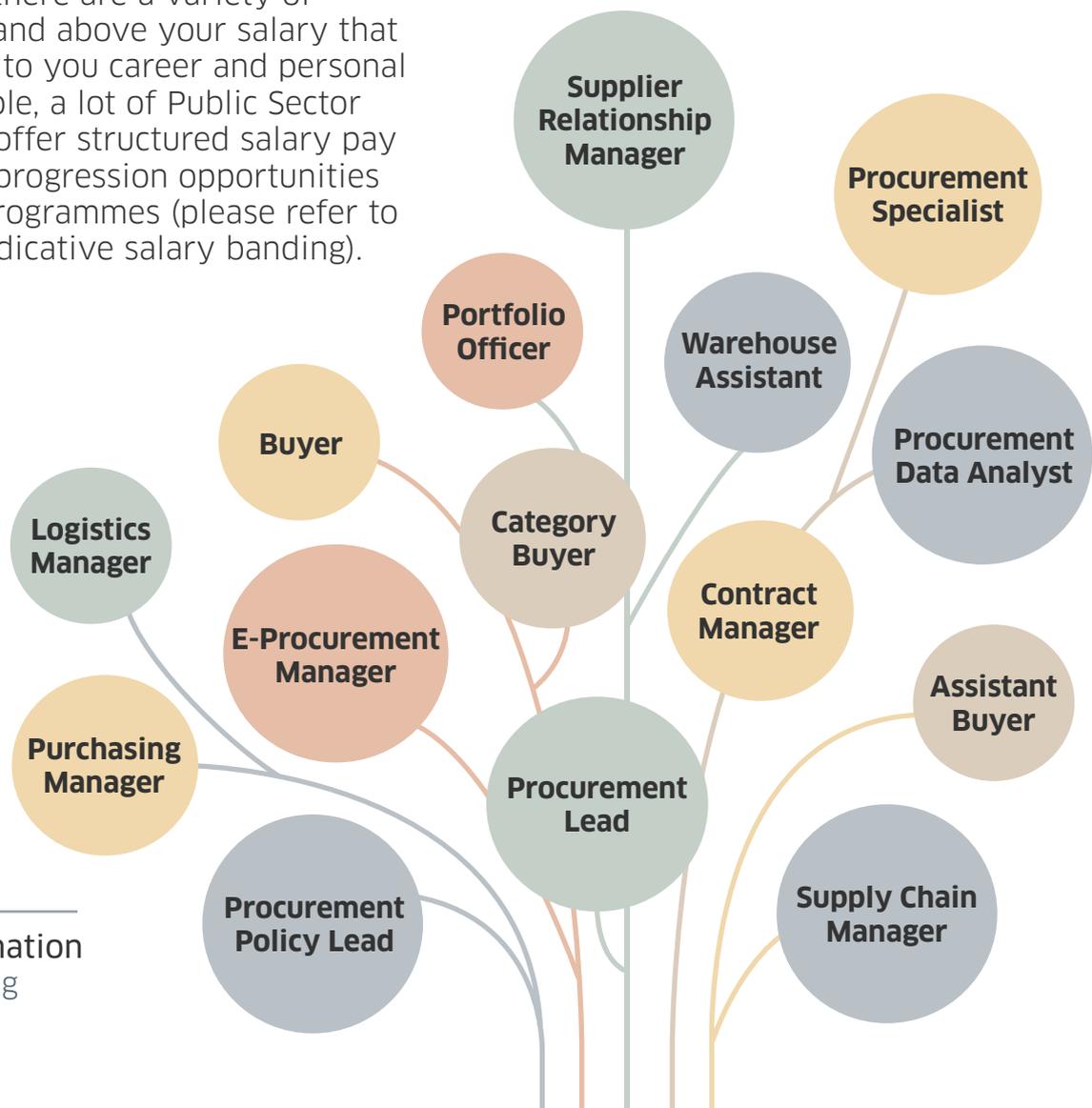
Looking for a job in Procurement?

There are many different job roles available in procurement. The career tree below sets out different job titles you may come across in procurement. Procurement professionals have the flexibility to transfer between roles, specialisms and between industries as part of your career development.

When considering a career in procurement, there are a variety of benefits over and above your salary that will add value to your career and personal life. For example, a lot of Public Sector organisations offer structured salary pay bands, career progression opportunities and training programmes (please refer to page 18 for indicative salary banding).

In addition, organisations may offer non-salary benefits available particularly in the public sector, for example:

- Competitive pension contributions
- Flexible working hours
- Attractive annual leave allowance
- Improved work life balance
- Childcare vouchers

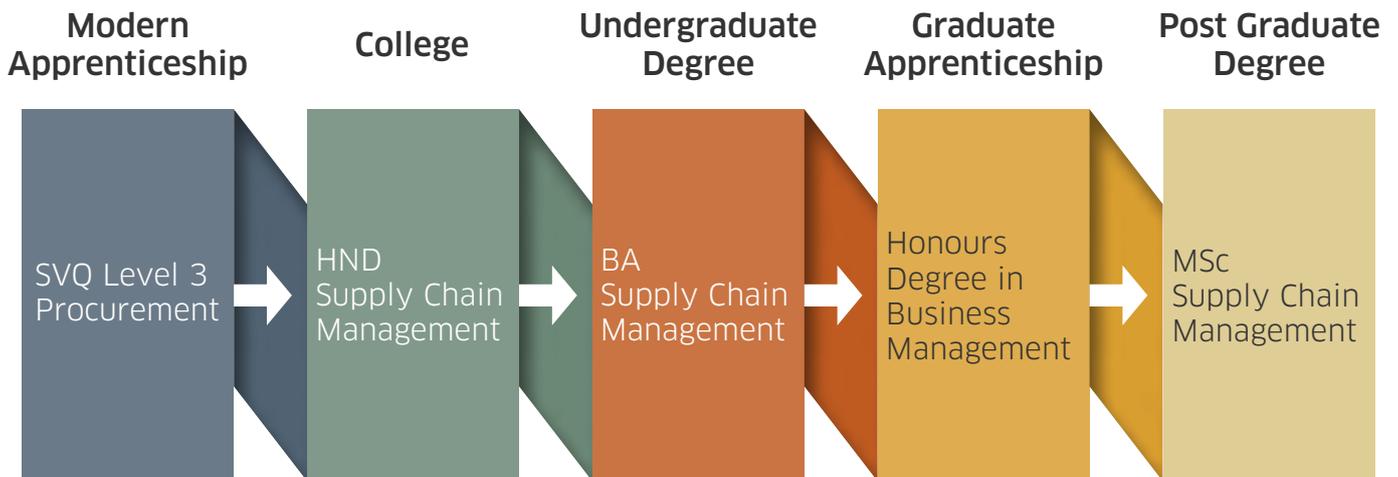


Further Information
Procurious Blog



A career in Procurement, where do I begin?

There are a number of ways you can begin your Procurement Journey. Whether you want to study or learn on the job there are many routes available to you.



In addition to these apprenticeship and academic routes there are a number of organisations that will offer work placements and internships. The best way to access these is to look up the company you are interested in and go directly to them.



Graduate Programmes

Graduate programmes are an excellent way of entering the procurement profession and gaining industry experience. Graduate programmes are structured training programs developed and managed in-house by an employer to develop future leaders of their organisation.

Typically, a graduate programme will last between one and two years (although they can be longer depending on the organisation's needs). Trainees will benefit from first-hand experience working within their chosen specialism or while on rotational placements. A graduate will gain hands-on experience and, in most cases, will have responsibility for their own tasks or projects, with support from a line manager or mentor.

At the end of the Graduate programme, trainees will have developed a broad understanding of their chosen profession, as well as receiving support from experienced senior members of the organisation in building the key skills they require for their profession.

Where to find more information on Graduate programmes

- Target Jobs
- Prospects
- Gradcracker
- Skills Development Scotland
- My World of Work
- Individual company websites
- Higher Education careers fairs

Graduate Internships

Graduate internships are a short to mid-term period of work experience which can lead to a permanent position, depending on an individual's performance and the business needs. Graduate Internships help individuals to build on the skills they developed during further education. During your internship, you'll have the opportunity to learn on the job and apply your skills to projects within your team.

Where to find more information on Graduate Internships

- Target Jobs
- Prospects
- Gradcracker
- Skills Development Scotland
- My World of Work
- AAI EmployAbility
- Bright Green Business





University Post Graduate Courses

An MSc in Supply Chain and Procurement is a specialist post graduate degree that will develop transferable management skills enabling organisational and contextual linkage with the specialist areas of Procurement and the Supply Chain.

MSc courses in Supply Chain and Procurement are currently being offered by:

- Glasgow Caledonian University
- Heriot-Watt University
- Robert Gordon University
- The University of Strathclyde,
- University of the West of Scotland

Minimum entry requirements:

Normally a UK 2.2 undergraduate degree or equivalent in a relevant subject area.



Further Information

Glasgow Caledonian University
Heriot-Watt University
Robert Gordon University
Strathclyde University
University of the West of Scotland



Graduate Apprenticeships

Graduate Apprenticeships (GAs) are a ground-breaking initiative, offering students fully funded degrees and providing employees with the skills companies need.

The Graduate Apprenticeship scheme provides flexible, work-based learning and is open to existing employees and new recruits. Apprentices continue to work full time, and are required to spend approximately one day each week on the Heriot-Watt campus in Edinburgh over four years.

Programme Content:

- Procurement/Supply Chain Management
- International Trade
- Organisational Performance
- Interpersonal Excellence
- Personal Effectiveness
- Change Management
- Human Resources
- Sales and Marketing

What will you gain?

After completing four years at university, you will receive a Bachelor of Honours Degree in Business Management.

Is there a cost?

GAs are fully funded by Skills Development Scotland (SDS) so there are no fees for employers or apprentices for the degree programme. Places are limited and in demand, and offered on a first-come first-served basis to qualified candidates.



Further Information

[Apprenticeships Scotland Website](#)



Education **Entry Routes**

Higher National Certificate/ Diploma (HNC/HND)

City of Glasgow College offer the HNC and HND in Procurement or Supply Chain Management. Higher National Qualifications offered at colleges provide practical skills and theoretical knowledge that meet the needs of employers.

- The HNC (typically 1-year) in Supply Chain Management (SCQF level 7) develops individuals' skills in areas such as logistics, procurement, operations management and quality management.
- The HND (typically 2-year) in Supply Chain Management (SCQF level 8) builds on the knowledge and skills of the HNC and involves a more strategic application of all aspects of the supply chain.

Minimum Entry Requirements: Two Higher Grade passes at Grade C or above including English (Modern Studies, Economics, History or Business)



Further Information

City of Glasgow College website
Glasgow Caledonian Website

Undergraduate Course

A BA in Supply Chain Management is a specialist degree that will develop skills from purchasing & logistics through to operations, procurement and project management.

Students are provided with a foundation in supply chain management theory and learn how this can be applied to various business environments and sectors.

A BA (Hons) in International Supply Chain Management is currently offered by Glasgow Caledonian University. Direct entry to Year 3 only.

Minimum Entry Requirements:

- HND Supply Chain Management,
- HND Business,
- HND Retail Management,
- HND Administration & IT with a B (or an average of B) in the Graded Units. Other business-related HND programmes may be considered.



University for the Common Good

Procurement Modern Apprenticeships

The Procurement Modern Apprenticeship is designed to encourage entry into the procurement industry.

The Modern Apprenticeship in Procurement will allow you to have a full-time job whilst taking part in projects across the organisation to gather evidence for completing a qualification.

Different industries and employers will want different things from a Modern Apprentice. So, the entry requirements will depend on the opportunity you're going for.

These might include things like qualifications, work experience or volunteering you've done. The employer will explain what they're looking for in the job description.

Modern Apprenticeships are also available at several levels so there are a range of opportunities for people with different levels of skills and knowledge.



From Skills Development Scotland



Further Information

My World of Work (Skills Development Scotland) website



Chartered Institute of Procurement and Supply

Chartered Institute of Procurement & Supply (CIPS) is the only professional body for Procurement in the world.

CIPS is a worldwide organisation from the UK to Africa, Australia and America.

CIPS qualifications are professional qualifications in procurement and supply that are internationally recognised within the industry.

These qualifications feature within procurement MAs and college/university courses. Procurement professionals can also study CIPS qualifications independently.

There are a variety of CIPS qualifications available:

- Certificate Qualification - Level 2
- Advanced Certificate - Level 3
- Diploma - Level 4
- Advanced Diploma - Level 5
- Professional Diploma - Level 6

These courses are available to study in centres in Scotland and are also available for self-study.

Once you have completed CIPS qualifications you will gain MCIPS Chartered Professional status. This globally recognised award acknowledges you as a highly skilled procurement professional.





Procurement job titles

Level	Generic Title	Role	Across Public Sector example Estimated Salary	Survey Indicative Salary Guide 2020 Public Sector (Scotland)
Entry	Procurement Assistant/ Coordinator	Typically an individual in this role will undertake tasks under the direction of their Line Manager such as: <ul style="list-style-type: none"> - Assess the value and risk of any given procurement - Prepare Tender documents for low value low risk contracts - Evaluate low value low risk bids as per Senior Management guidance 	£22,000.00 - £29,000.00	£18,000.00 - £26,000.00
Junior	Procurement Officer	Typically an individual in this role will undertake tasks with support from their line manager such as: <ul style="list-style-type: none"> - Spend Analysis - Assist in the development of Specifications - Prepare Tender documentation - Provide guidance on contractual Terms & Conditions - Lead/assist on the evaluation of contracts 	£25,000.00 - £34,000.00	£22,000.00 - £35,000.00
Senior	Senior Procurement Specialist	Typically an individual in this role will undertake tasks with input where required from their line manager such as: <ul style="list-style-type: none"> - Provide guidance to senior stakeholders in relation to legislation, internal policies and compliance - Insure delivery of social and economic benefits - Prepare documents for major tenders - Review and evaluate findings of major Tenders - Identify opportunities to improve outcomes of through negotiations 	£32,000.00 - £44,000.00	£28,000.00 - £39,000.00



Procurement **job titles**

Continued

Manager	Category Manager	Typically an individual in this role will undertake tasks such as: <ul style="list-style-type: none"> - Develop and make recommendations in relation to internal policy - Lead compliance analysis reviews to assess opportunities and risk - Lead and develop robust category strategies - Use robust spend analysis techniques to identify ways to reduce costs - Ensure delivery of social and economic benefits - Lead on complex and strategically important negotiations 	£41,000.00 - £55,000.00	£37,000.00 - £52,000.00
Department Head	Head of Procurement	Typically an individual in this role will undertake tasks such as: <ul style="list-style-type: none"> - Plan for continual development of procurement including leading, directing, recruitment and training of staff - Develop and implement procurement strategy and policy - Ensure full compliance with EU and Public sector legislation - Monitor and drive compliance within the organisation - Budget responsibility and accountability - Prepare management reports - Represent procurement and the organisation at forums 	£52,000.00 - £66,000.00	£55,000.00 - £80,000.00

Please note:

The numbers provided above are taken from a sample of public sector organisations taken in Jan 2020 and are subject to change.

It is worth considering the full package offer for a role before comparing across organisations or sectors.

Working hours, number of day's holiday, pension contribution, travel time and other benefits are important to your work life balance.

The above roles are indicative of the nature and level of responsibility of each organisation/post. This is not exhaustive and the job holder may be required to undertake any other tasks in line with the organisation's job level descriptors as required by line manager.

Additional Resources

CIPS - iBuy

Procurement Leaders

CIPS Branches

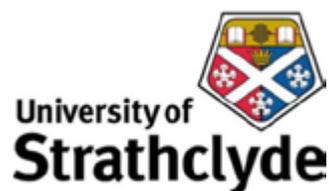
My World of Work



With thanks to:



Scottish Government
Riaghaltas na h-Alba
gov.scot





© Crown copyright 2020

OGL

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit nationalarchives.gov.uk/doc/open-government-licence/version/3 or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is available at www.gov.scot

Any enquiries regarding this publication should be sent to us at
The Scottish Government
St Andrew's House
Edinburgh
EH1 3DG

ISBN: 978-1-83960-804-9 (web only)

Published by The Scottish Government, July 2020

Produced for The Scottish Government by APS Group Scotland, 21 Tennant Street, Edinburgh EH6 5NA
PPDAS720066 (07/20)

W W W . G O V . S C O T