

#iBuy

and I get paid for it



**Interested
in a career
as a buyer?**



cipsibuy.com

Begin your future...

What is procurement?

Sometimes known as purchasing, or buying, essentially it means buying goods or services. This can be virtually anything, from raw materials to advertising and marketing, basically, whatever a company needs to keep operating.

It's an important function in every business, from small organisations to huge multinationals.

“Procurement has become the most influential and rewarding career for its direct impact/ contribution to business profitability and public sector service delivery execution”

Nat Maelane
Procurement Director (SAPPI) – Board Member for CIPS Africa,
Board Member for CIPS Empowerment Trust.

Where do I fit in?

As a buyer of the goods or services one of the main roles is to get the best value for money for every item purchased for a company. This means you're pretty indispensable. As a procurement professional, you'll be in high demand, and playing such a crucial role means that job security in this profession is high. You'll also be well rewarded, as salaries and benefits in the profession are extremely competitive.

How much can I expect to earn?

As in most professions the level of qualifications you've achieved along with experience you've gained will affect what you can expect to earn as a buyer.

Here are some UK average salaries by job title:*

Purchasing Assistant

£21k

Buyer

£34k

Category Manager

£46k

Supply Chain Manager

£48k

Head of Procurement

£66k

Procurement Director

£98k

What skills will I need?

Are you a people person? Do you like talking, communicating, developing relationships? Then you're already on the right road to becoming a procurement professional. It's all about working with other people, building up professional relationships and, above all, learning the art of negotiation.

If you're working as a buyer, or procurement officer as it's sometimes called, then all these skills will be essential. You will be working closely with suppliers, who of course are looking to make money, and your role will be to get the best deal for their goods and services.

Negotiating | **Innovating** | **Conflict Management**
Creative Thinking | **Problem Solving**
Project Management | **Communicating**
Relationship Management

Where could it take me?

There are a wide range of roles you can choose from in procurement, and you'll be able to work in every sector, from charity to retail, construction to the public sector. Every business, everywhere, needs effective procurement professionals, who buy everything from jet engines to touch screen technology, from hospital beds to film sets. Choose a career in buying and you could end up working anywhere in the world and buying anything.

I buy...

- Venues for iTunes festivals for Apple
- Weighing scales for lions at London Zoo
- Fake blood for forensic science students at Nottingham Trent University
- Mosquito nets for developing countries at DIFID
- Cardiac devices to save lives at University College London



Where do I start?

Routes to entry

Having an idea of what you want to do is great but how do you make it happen? Whether you want to continue with your studies at university or would prefer on-the-job training, there's a pathway into buying to suit you.

University degree

Many people go into procurement post degrees in business studies, or even geography, history or engineering for example. Having your degree, you can then start your professional CIPS qualifications at Level 4, Diploma in Procurement and Supply. Alternatively, you can specialise in procurement in a number of degrees, many of which are accredited by CIPS. This gives you the benefit of graduating with both a degree and professional recognition.

www.cips.org/degrees

Employment

If you go straight into a junior buying role your company may fund your study for CIPS qualifications. You can choose to study by either attending a local college or study centre, alternatively you can self-study using your own choice of resources.

After completing Level 6, your Professional Diploma and with 3 years experience in a procurement role you can apply for MCIPS*.

www.cips.org/qualifications

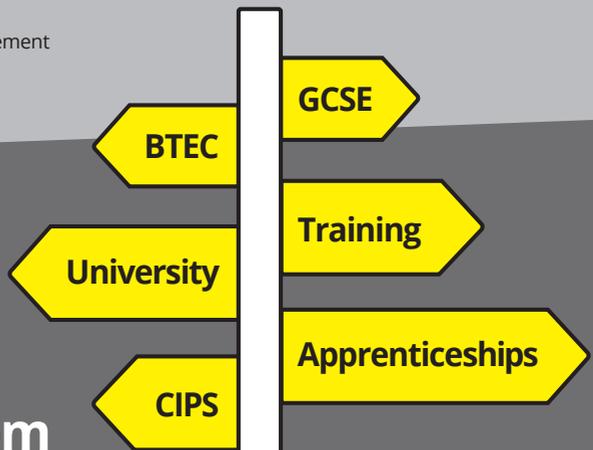
College

If you are staying on at college then you could consider a general business studies course. In the UK the BTEC Business Studies course has procurement and supply modules. This might be a way for you to keep your options open and still explore what procurement is all about.

Apprenticeships

An apprenticeship in procurement and supply combines on-the-job and knowledge-based training. It can take from 18 - 24 months to complete, and if you are successful you gain a globally recognised qualification, as well as new skills and confidence to develop your own career path.

www.cips.org/apprenticeships



cipsibuy.com

Meet some of your future colleagues

Les Smith buys gym equipment for GLL leisure centre

Les Smith

**Regional product manager
for GLL**

Les buys the health and fitness products for 36 centres in the East London region for GLL, a charitable social enterprise that provides community leisure and fitness facilities.



Jessica Roberts buys tea tags for Twinings

Jessica Roberts

**E-sourcing analyst for
Associated British Foods**

After finishing her business management degree, Jessica's undergraduate placement at a company within Associated British Foods (ABF) provided her with a route into procurement. Tags for Twinings teabags are just one of the many things she helps buy. She helps people with e-sourcing, which is essentially bringing the procurement sourcing process online.



Mamun Khan buys tractors for Hampstead Heath

Mamun Khan

**Procurement officer
for City of London
Corporation**

Mamun manages the key relationships with suppliers and stakeholders – internal and external at City of London, with departments that range from schools and open spaces to the police.



Find out more at [cipsibuy.com](https://www.cipsibuy.com)



Casey Caldwell
buys dairy products for
Cunard cruise ships

“I did a buying and merchandising course at the London Fashion Retail Academy, which ran workshops with industry professionals such as Sir Philip Green, which started my love for buying”

Start your journey at cipsibuy.com

Amy Musson buys safety workwear for National Grid

Amy Musson

**Graduate buyer for
National Grid**

Amy moved into procurement after graduating in law from Newcastle University. As well as giving her a chance to flex her legal knowledge, this role fits well with her interest in the energy sector. When she graduated, she was interested in a commercial role in a business with great influence in society.



Michael Barnes buys tyres for Jaguar Land Rover

Michael Barnes

**Commodity buyer for
Jaguar Land Rover**

Michael's job is to acquire value for JLR. He builds strategic relationships, manages cost and secures supplies to meet continuous production of the cars. He helps to build supply chains providing suitable quality and at a competitive price, while meeting company ethics. He arranges all the appropriate contract documentation with suppliers, from sourcing agreements to general terms and conditions and non-disclosure agreements.



Georgia Lawrence buys Christmas lights for Leadenhall Market

Georgia Lawrence

**Procurement officer
for City of London
Corporation**

Georgia is part of the City of London's centralised procurement department, which is split into four buying teams: corporate; construction; facilities; and her team, operations below £100,000. They are responsible for tenders that are over £10,000 and under £100,000, across all categories.



Find out more at cipsibuy.com

Your journey – can take you all the way to MCI

CIPS qualifications

○ There are three entry points to CIPS Qualifications, depending on your knowledge and experience



CIPS vocational and academic routes*

Corporate Award Programme

Experiential – Management

CIPS Accredited University

CIPS recognised equivalents in England**

BTEC First**

BTEC ND**

High Level Apprenticeship

Typical job roles as your skills increase and competencies improves

Administrative/ Purchasing Assistant, Contracts Administrator, Stock Controller.

Assistant Buyer, Assistant Contract Officer, Contract Analyst.

Buyer, Procurement Specialist, Contract Officer, Supply Chain Analyst

*Unit exemptions maybe granted depending on your certified prior learning • **Examples of equivalent qualifications.

PPS, the most senior level of achievement

Entry level



Practitioner

Corporate Award Advanced Practitioner

Management Entry Level (MER)

University Degree

Qualifications*

BTEC HND**

Qualifications*

Specialist Contract Analyst, Planner.

Senior Buyer, Procurement Executive, Procurement Specialist, Contract Officer, Supply Chain Executive.

Strategic Procurement Manager, Head of Commercial, Supply Chain Manager, Head of Logistics, Operations Manager.



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Entry requirements for CIPS Qualifications

Start at any one of our three entry level qualifications, the level you start at will depend on your experience and job role.

There are no entry requirements for Level 2 Certificate and Level 3 Advanced Certificate in Procurement and Supply Operations.

To enter at the Level 4 Diploma you will need to provide evidence of :

- a minimum of two A levels or equivalent
- or at least two years' experience in a relevant business environment.

Before getting started join our global community as a Student member.

Introducing CIPS

The Chartered Institute of Procurement & Supply is the largest organisation in the world dedicated to the profession with a global community of over 200,000 in over 150 countries.

Acting as the profession's voice, supporting individuals and organisations to achieve excellence, and providing the Global Standard in Procurement and Supply. Working with governments, world humanitarian organisations and industry to raise awareness of sustainable procurement practices and legislation, and drive out corruption and modern slavery in supply chains. CIPS is the awarding body regulated by OFQUAL in England for procurement and supply management qualifications.

Is there a recognised qualification?

Throughout the world CIPS qualifications are recognised as driving leading edge thinking and professionalism in procurement.

We offer five levels of qualifications to support your professional development in procurement and supply. Each level can take up to one year to complete. On successful completion of the CIPS Diploma, Advanced Diploma and Professional Diploma in conjunction with three years experience in a role of responsibility in procurement and supply, you may apply for full membership of CIPS to use the designatory letters, MCIPS.

**MCIPS is recognised as the global standard for top quality procurement professionals.*

Find out more: www.cips.org



Can I influence what happens in the world?

Everyone would like to feel their work can make a serious difference to the world.

Efforts made by supply chain professionals have had a real impact on the world from sourcing sustainable materials to outlawing modern slavery. All members of CIPS sign up to a professional Code of Conduct that defines behaviours and actions which our members must commit to maintain and we also encourage them to take our Ethics e-learning and test which demonstrates their integrity and social responsibility.

Find out more at cipsibuy.com

12 reasons why being a buyer is the best job in the world

You save lives

1

- In 2013 DFID was part of a group of organisations to enable the simple and cheap purchase of mosquito nets to protect 400m people from malaria.
- The UK's Modern Slavery Act has the potential to transform and save lives of up to 38m victims around the globe.

You save the planet

2

- Marks & Spencer last year proved that the palm oil it uses in its products was sustainably sourced rather than destroying millions of hectares of rain forest and threatening the orangutan with extinction.

You create jobs

3

- A recent deal between Nigeria LNG, Samsung and Hyundai specified that 600 Nigerians would be trained in shipbuilding with materials that could be made in Nigeria by local manufacturers.

You make money

4

- At the FA procurement has helped increase income by bringing in investment from suppliers as sponsors of corporate boxes.

You innovate

5

- At food business Sodexo buyers worked with colleagues to develop thicker packaging to improve resilience of products with a short shelf life.

You are paid to spend other people's money

6

- Graduates report that procurement is one of the few professions where you are quickly given responsibility of large amounts of company total spend.

You earn well

7

- UK salaries range from £21K as a starter to over £98K for a Procurement Director.

There's never a dull moment

8

- You could find yourself buying anything from pregnancy tests for monkeys at London Zoo to the grain for Weetabix.

You know everyone

9

- The job requires you to have working relationships with everyone, both within your organisation and suppliers.

You have go-anywhere skills

10

- CIPS qualifications are recognised throughout the world and as an MCIPS professional you are amongst the 65% most sought after buyers.

You are at technology's cutting edge

11

- Analytics are a powerful tool at the disposal of procurement and supply chain professionals.

You are a helpful bunch

12

- The profession is incredibly supportive of one another with colleagues in other organisations happy to help with advice.

Find out more at [cipsibuy.com](https://www.cipsibuy.com)