

Working at ESPO

Our employment guidance





If you're reading this, you're either already a part of the ESPO team or you're thinking about joining us. Either way, we hope that you find this information useful and enjoy a supported and rewarding career with us. Within this booklet you will find an introduction to ESPO, benefits of working with us and our expectations of you.

Kristian Smith
Director



Our vision

To be the first choice provider of Public Sector procurement solutions

Our mission

To work in partnership with our stakeholders to drive value-for-money for the public sector, through comprehensive procurement solutions



About us:

For the public sector, by the public sector

ESPO, short for Eastern Shires Purchasing Organisation, is a public sector owned professional buying organisation (also known as a PBO).

Originally established in 1981 ESPO has grown into a well-known and respected organisation providing professional, cost effective procurement and supply services to all of our customers.

We are owned and governed by six Member Authority councils: Leicestershire County Council, Lincolnshire County Council, Cambridgeshire County Council, Norfolk County Council, Warwickshire County Council, and Peterborough City Council.

Leicestershire County Council (LCC) acts as our lead authority. This means that all ESPO staff are employed by LCC and as an organisation, we follow their policies and employment terms and conditions.

ESPO Trading Limited (ETL) was set up in 2017 and provides the ability for us to trade with different customer groups and acquire other companies. This commercial approach, combined with our public sector ethos, has made ESPO the well-known and respected organisation that we are today.



“New starters at ESPO often remark on how friendly the staff are and how easy it is to fit in. ESPO has many loyal and long serving staff members which is testament to the working culture here”

Gareth, Category Manager



How we make a difference

Any surplus created by ESPO goes directly back in to the public purse which is then used for local government and services to the public.

ESPO provides services across the public sector, including 10,000 customers from education. The warehouse processes hundreds of thousands of orders, and millions of product lines annually, and ESPO works with thousands of suppliers across the country to ensure all goods and services are a reasonable price for our public sector customers.



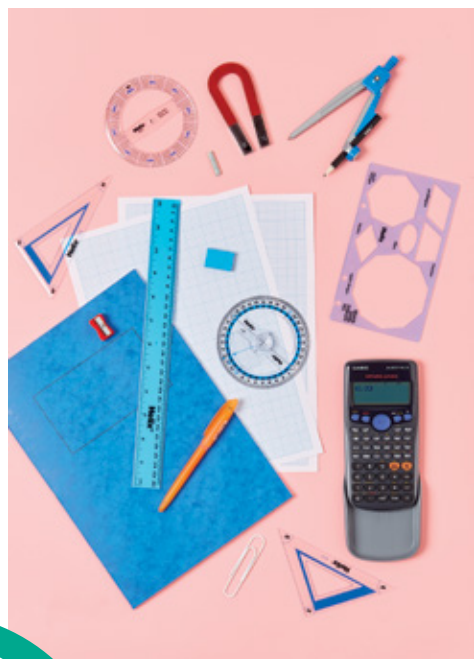
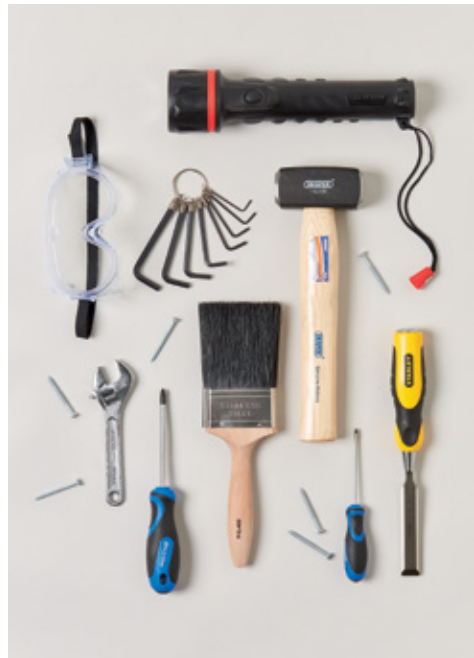
“ESPO has given me access to many opportunities, such as the chance to establish a CIPS study and exam centre, which has allowed trainees to undertake their learning at ESPO’s Head Office.”

Sheena, Category Manager



Our catalogue

Our comprehensive catalogue contains over 25,000 products, provided by over 800 trusted suppliers, covering products such as classroom furniture, stationery, cleaning materials and catering equipment. Around 50,000 copies of our catalogue are printed and distributed every year and an online version is also available through our website.



Our procurement solutions

Our procurement solutions are essentially agreements with a supplier to provide a particular product or service at a certain price. ESPO has the widest range of public sector solutions on the market, from services such as catering services to vehicles to consultancy services to multifunctional devices hire; ESPO also undertakes specialist work in energy to supply electricity, gas, coal and biomass fuel among others.



PROCUREMENT SOLUTIONS





Our unrivalled expertise

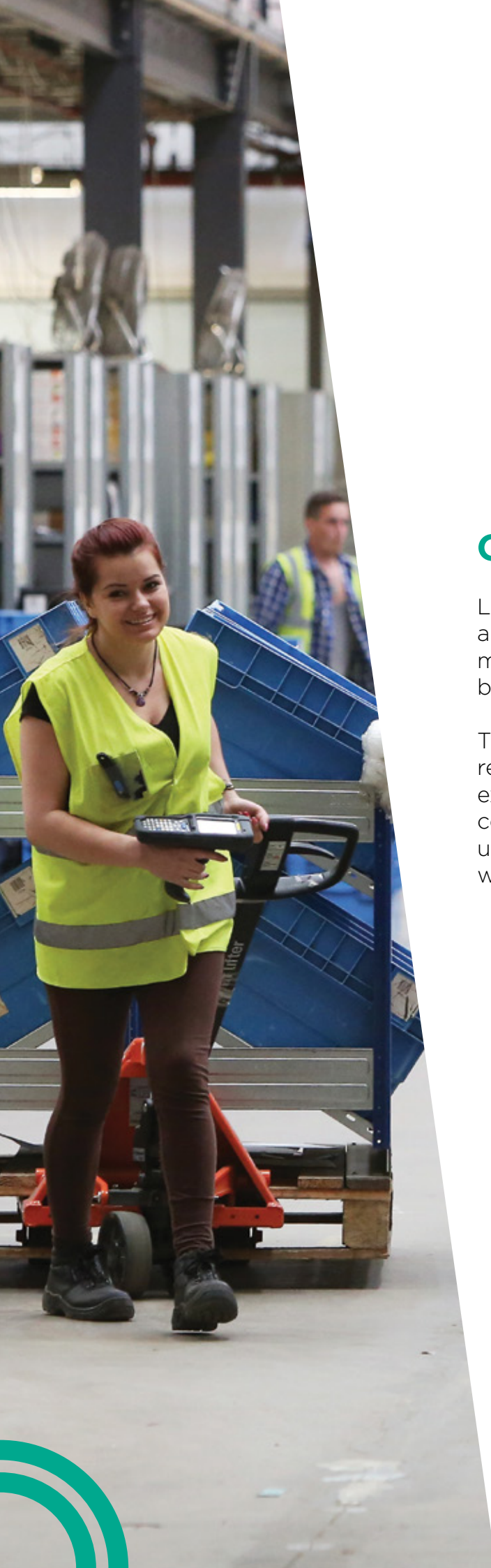
Many members of our procurement team are Chartered Institute of Procurement and Supply (CIPS) qualified, with a wide range of in-depth experience of the current marketplace. We offer procurement advice to all of our customers and also have a dedicated team on hand to help customers with larger scale furniture and equipment projects.



Our people

ESPO carry out a wide range of functions including warehouse logistics and distribution, procurement and compliance, sales and marketing, catalogue production and finance and IT. We have specialist expertise, knowledge and advice, and provide excellent customer service. We benefit from having an inclusive and diverse team from a range of different backgrounds and employ people across a varied range of roles; all of whom benefit from being part of our friendly environment and having access to the benefits of public sector employment.





Our values and behaviours

Like any well-run organisation we have policies and procedures to ensure our staff are well managed, treated fairly and developed to their best potential.

These help us to work within a safe, fair, reasonable and pleasant environment. We expect everyone within ESPO to embrace a common set of values and behaviours, which underpin everything we do and describe the way in which we approach our work.



“It is very satisfying to think that my efforts have saved public money and helped front line staff. ESPO has much to offer to trainees and those wishing for a new direction in their careers.”

Richard Skelton,
Procurement Service Manager

Our values



Customer Focused:

"Customer service is at the heart of everything we do."



Positivity:

"We share our successes, support and encourage each other and adopt an enthusiastic 'can-do' approach"



Working Together:

"We willingly take responsibility as individuals and teams for working, supporting and engaging with each other to achieve overall success"



Trust and Respect:

"We are all accountable for ensuring high standards of behaviour and performance at work. We value diversity and listen to differences in opinion."



Openness and Transparency:

"We communicate clearly and share key information with each other and our customers"

Why ESPO?

ESPO are a public sector success story; a market leader with highly trained people who service over 200,000 customers every year. We also offer our staff:



Work-life balance

We all have a responsibility to do our job well and people at ESPO are dedicated and committed. We know that people enjoy work more and are more productive if we can support them to achieve some balance. We're flexible where we can be, and we expect our staff to be flexible too.



Smarter working

ESPO appreciates that things crop up in life; a boiler breaking down, a car problem, or one of your loved ones suddenly becoming unwell. Managers work flexibly with their staff to deal with such events, and help you to achieve a healthy work-life balance.



Career development and training

At ESPO, we want staff to have the opportunity to develop their skills, experience and knowledge and have a long and successful career with us.

Supporting and increasing apprenticeships is an integral part of our people strategy. We actively promote apprenticeship opportunities at varying levels to develop and support job opportunities and career development.

All ESPO staff receive mandatory training and new staff receive a comprehensive induction programme. Further regular training is provided for individuals where it is identified as important to their role.



“Being a full time working mum, it is hard to balance both work and family time. Having the opportunity to work flexibly has enabled me to go to some of the special events at my children’s school, giving me memories that you can never get back when the day is gone.”

Sarah, Commercial Officer

“I think it’s so rewarding to know that the work I do has a positive impact – from our food frameworks helping schools to put healthy meals on children’s plates, to our library frameworks helping Local Authorities to keep these valuable assets open to the community.”

Catherine, Procurement Officer



Staff benefits



We have a generous annual leave allowance, and a scheme to enable staff to 'buy' additional annual leave twice a year, to help people to manage their commitments and plans outside of work. The annual leave allowance ranges from 24 to 32 days per year, in addition to time off for public/bank holidays.



Our pension scheme offers a generous employer contribution of an average of 12%, and employee contributions based on earnings.



Employees of ESPO have access to a wide number of discounts, available from a number of local and national shops and services, including well-known online and high street brands, offering discounts on everything from holidays, gyms and spa breaks to DIY.

Recognition and thanks



ESPO has a weekly communications newsletter which includes a shout out section for employees to thank those that have gone that extra mile.



ESPO also has an annual Employee of the Year award, recognising those individuals who have gone 'above and beyond' in their work.

Staff engagement and communications

Communication is key at ESPO and we have weekly news updates and announcements on upcoming events so everyone remains well informed. We welcome input, ideas and suggestions for improvements from staff and there are employee working groups that provide opportunities to discuss working practices and wellbeing. ESPO has also regular charity events to give back to the community as well as a number of staff engagement activities for the entire organisation to get involved with.

We actively encourage Trade Union membership and involvement, and we have a joint staff committee where management and trade union representatives meet regularly to discuss staffing and organisational issues.





Become a part of the team

Working at ESPO, you're part of our team of hardworking individuals who are all actively involved in offering our customers great service and best value. You live our values every day and are rewarded and recognised for your commitment.

Join us

Find our latest vacancies at **eastmidssharedservices.org** or head over to **espo.org** and visit our careers page



#ESPOCareers



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