

# Job Description

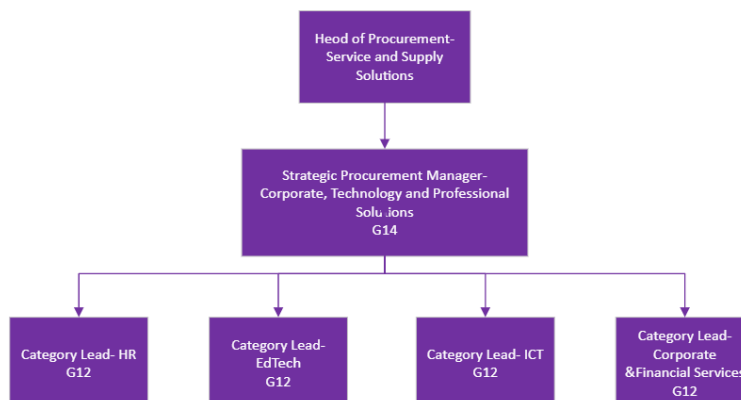


<b>Job Title:</b>	<b>STRATEGIC PROCUREMENT MANAGER</b>
<b>Reports to:</b>	Head of Procurement- Service and Supply Solutions
<b>Grade:</b>	14
<b>Date:</b>	January 2025

## 1. Job Purpose

- To develop market facing strategies that are designed to deliver sustained growth in rebate income and market share for YPO and that resolve and answer current market issues and customer problems.
- To be the principle strategic lead on customer relationships within their YPO Procurement Services Category Team. Responsible for identifying demand, ensuring positive customer experience and the development and delivery of effective Procurement models that are attractive to suppliers and customers.
- To forecast and manage financial performance and achieve agreed growth targets.
- To develop and encourage a talent profile that ensures YPO has the best Procurement skills and experience possible.
- Work with Marketing and PR to ensure that the appropriate market facing activity is well planned, costed and delivered to make YPO Procurement products and services as visible and accessible to our markets as possible.
- To lead on the Strategic delivery of Net Zero and Social Value within the Category Teams, developing solutions and outcomes that are aligned with UK Public Sector requirements.
- To lead on the development and growth of the YPO relationship with local, regional and national stakeholders and customers, developing innovative solutions and opportunities across the public sector.

## 2. Organisational Structure



### 3. Dimensions

- The role has responsibility for a team of around 15 (this may fluctuate due to business need)
- Delivery of rebate income (as identified within the relevant Category Strategies to YPO)
- Spend under management of circa £500m - £100m per year
- P&L responsibility for around £1.0m of direct and indirect costs

### 4. Principle Accountabilities

- Responsible for the line management of category team members, and the setting and measuring of KPI's that deliver on growth objectives. To work co-operatively with colleagues to ensure that the function operates consistently and effectively in the implementation and application of all departmental procedures and policies
- Lead key crucial strategic customer and supplier relationships
- Working with the Head of Procurement- Service and Supply Solutions and stakeholders, to build a strong product pipeline that delivers financially for YPO but also delivers value for money for our customers and ultimately, the tax paying public.
- Work with the Procurement Services Operations Category Team to support the management of a pipeline of activity for internal YPO activity (frameworks and internal procurement requirements) and customer requirements.
- Work with customers, suppliers and stakeholders to deliver growth in local economies, and develop new products and ways of working.
- Work with suppliers to ensure that YPO is as accessible, trusted partner of choice. Ensure that our processes for bidding do not restrict access or attractiveness regardless of the size of the supplier, embedding social value in all our products and services, using socio-economic approaches that clearly differentiate YPO.
- Working with the Head of Procurement- Service and Supply Solutions and the Head of Public Sector Customer Engagement support the development of partnership arrangements that optimise value.
- To keep up to date with, training and development opportunities appropriate to maintaining and developing professional service standards.
- Responsible for ensuring that services are delivered in line with relevant legislation, YPO objectives and policies including those relating to Data Protection, Equality & Diversity, Customer Care and Health and Safety.
- To undertake such other duties as may be required from time to time that reasonably fall within the scope and grade of the post.
- Ensuring that YPO values are understood and embedded within the culture and operations of all team members at all times

## 5. Planning and Organising

The role will assist with strategic planning for the business with planning over a three-year horizon.

The role will also have responsibility for category management plans which will work to a timescale of 2 to 3 years.

- Ensure that Category Strategies are set, monitored and delivered and that these can be directly linked back to YPO's purpose, mission, strategy and clearly relate to a market lead.
- Using understanding of customer markets and the challenges being faced by customers, develop and implement a 3-5 year market facing strategy designed to grow market share and increase YPO's rebate income and which directly or indirectly provides solutions to the problems our customers face. (working on 2 year fixed, 1 year tentative and 2 years forecast)
- Using "What If" modelling develop future proofed options/solutions and ways of working that answer specific market and category requirements (e.g. answer the fast pace of change in technology-based products, changes in social value for our customers, economic recovery from CV-19, Carbon Net Zero ambitions, changes in Local Authority structures and procurement regulations).
- Develop, implement and measure category objectives required to deliver growth in line with timed phasing and that drive innovation and are dynamic and responsive to an everchanging public sector landscape.

## 6. Decision Making

As per the financial regulations and delegated levels of authority laid out by the organisation:

- Up to £2m limit for signing a contract
- Up to £10m for signing off a framework
- Purchase order approval as per YPO financial standing orders

## 7. Internal and External Relationships

- Directors and Senior Officers within YPO and of lead Authority and member Authorities.
- Government Departments, Public bodies, Purchasing institutions, Suppliers, Customers
- Extensive external relationships with suppliers and trade bodies.
- Strategic Customer Relationship Management of key customers, including new and established governance and communication forums
- Strategic Supplier Relationship Management of key suppliers, including new and established governance and communication forums.

## 8. Knowledge, Skills and Experience

Area	Essential	Desirable	Assessment
<b>Knowledge</b>			
Relevant degree / management experience and a professional or management qualification (e.g. MCIPS, MBA, etc).	✓		App Form
Good understanding of public sector purchasing organisations and the current social, economic, legislative and political environment in which they operate.	✓		App Form & Interview
Good understanding of the Public Sector and strategy design, implementation and management for growth in specific customer sectors.	✓		App Form & Interview
Strategic talent development, including succession planning.	✓		App Form & Interview
It is expected that the person occupying this role will actively engage with continuous learning and maintain evidenced CPD.	✓		App Form & Interview
<b>Skills</b>			
Category Strategy writing for growth, including ROI calculations, financial forecasting and measurement	✓		App Form & Interview
Proven expertise in delivering objectives underneath a defined strategy	✓		App Form & Interview
Proven experience in developing bespoke procurement solutions	✓		App Form & Interview
Proven ability to identify and manage market risks	✓		App Form & Interview
	✓		Interview
Good leadership skills.	✓		Interview
Well developed relationship management, stakeholder engagement and influencing skills at all levels.	✓		Interview

Good presentation and public speaking skills with the ability to address large and small audiences at all levels.	✓		Interview
Proven ability to be customer orientated, placing them and suppliers at the heart of our business.	✓		Interview
<b>Experience</b>			
Demonstrable evidence of achievement in leadership or at senior management level in a large complex organisation.	✓		App Form & Interview
Proven track record of delivering sustained growth and navigating difficult economic and financial environments.	✓		App Form & Interview
Experience of working in high pressure, high speed and dynamic organisations.	✓		App Form & Interview
Socio-economic planning and evidence of integrating social impact into Procurement.	✓		Interview
Evidence of excellent Supplier Relationship and Contract Management.	✓		Interview

## 9. Special Features

Ability to successfully embed and run a matrix organisation within the Public Sector team (and wider teams as appropriate), ensuring that both Place and Professional Services Procurement teams engage and plan together where appropriate utilising joint ventures and joint market facing products when this demonstrates value for the customer.

It is expected that the person occupying this role will be expected where required to appear in or contribute to press releases, industry or market facing interviews for publications and speak at external facing conferences. They will also be required to be active on various social media professionally (within the acceptable use boundaries).

Some national travel and overnight stays away from home are key features of this role and there may be on occasion be a requirement to work outside of normal office hours,

The role requires adherence to tight working deadlines and a flexible approach to managing projects and information.

<b>Jobholder Signature:</b>	
<b>Manager Signature:</b>	
<b>Date:</b>	