Job Description

Job Title	Procurement Consultant
Reports to	Strategic Procurement Consultant
Direct reports	Consultancy and Training Support Assistants
Business Area	Procurement Services / Consultancy Services
Grade	Grade 10
Date	July 2026

1. Job Purpose

Reporting to the Strategic Procurement Consultant, the role will be responsible for delivering Consultancy Services providing proactive and customer focused engagement. The primary goal is to deliver opportunities to grow revenues by engaging effectively with existing and new clients.
The role will be central to driving project customer focused delivery, ensuring that solutions are compliant both with UK legislation and procurement regulations and the client's own internal procurement policy and procedures.
The role will require a high level of collaboration internally with procurement category teams to ensure the best route to market and appropriate procurement procedures are selected.

2a Key Responsibilities

1. Leadership and Strategy
    - Ensure that the customer solutions are aligned to the overall YPO procurement strategy, Customer procurement strategy, business plan and values.
2. Customer Engagement & Business Development
    - Build effective relationships with customers and key links with the procurement category teams.
    - Communicate the YPO procurement services offering to key customers
    - To deliver a high-quality service to both meet customer expectations and YPO's, revenue and profitability targets.
3. Relationship Management
    - Liaise with customers and internal stakeholders to understand requirements and develop suitable solutions ensuring effective and economic use of resources, systems, and processes.
4. Leadership and Team Development

- Demonstrate the YPO values & ways of working, which support the business strategy and meet customer needs and expectations.

5. Departmental Strategy and Performance
   - Create innovation solutions for customers that will also help to inform the category strategies within YPO's Procurement Services Team.
   - Work with category teams to establish category management approaches that meet customer requirements for now and in the future.
   - To lead and/or support the delivery of specific procurement projects as part of the consultancy services team.
6. Financial Oversight and Collaboration
   - Proactively engage with current and potential customers to ensure future services meet the needs of the customer plans.
7. Strategic Contribution, Compliance and People Management
   - Develop proactive growth strategies, tools and ideas that benefit YPO customers.
   - Ensure compliance with corporate governance and legislative requirements.
8. Stakeholder Engagement and Communications
   - Foster strong working relationships across the organisation, and with key customers, consultants and suppliers.
   - Work with customers and communicate clearly on all aspects of relevant procurement delivery.
9. Continuous Learning and Service Excellence
   - Stay up to date with relevant information and professional development opportunities.,
10. Share knowledge and information with the Team to ensure continuous development.
    Adherence to Standards
    - Ensure services align with legislation, YPO objectives, and policies.

Undertake additional responsibilities within the role's scope and grade as required.

2b. Generic Responsibilities (must be kept in all job descriptions)

- 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.
- Keep up to date with information, training and development opportunities appropriate to maintaining and developing professional service standards.
- Ensure that services are delivered in line with relevant legislation, ISO standards and YPO objectives, values and policies including those relating to Equity, Diversity & Inclusion, Customer Care and Health and Safety
- Undertake such other duties as may be required from time to time that reasonably fall within the scope and grade of the post.

3. Dimensions

The role will be based at YPO in Wakefield; however, delivery of the consultancy projects could be from the customer base as required.

Responsible for delivering innovative solutions for customers of varying complexity, from fully managed end to end project lead to lower complexity support requirements.

Responsible for ensuring that solutions developed conform to procurement regulations, the customer's own Contract Procedure Rules and constitution whilst applying a logical and consistent charging methodology and model.

The need to act with pace and momentum, to be agile and act flexibility and with creativity to generate a solution in the required timescales for customers.

Be responsible for delivering procurement solutions of a varied nature including but not limited to procurement delivery, pipeline planning, project management, review of strategy and processes.

Deliver against the targets as set out in the procurement project charter, containing key targets and required outputs.

Coach and mentor Consultancy and Training Support Assistants to ensure successful outcomes are achieved, which includes effective customer engagement and delivery against expectations.

Liaise effectively with the YPO & customer procurement services team to drive maximum benefit from internal expertise and knowledge and to ensure cohesive procurement solutions are developed and implemented.

4. Planning and Organising

The postholder will:

- Take full responsibility for the planning, organising and delivery of assigned customer led projects, including procurement delivery.
- Meet with clients face to face, and virtually, to plan and update on project progress.
- Undertake extensive internal and external stakeholder engagement to agree and understand timings, financial constraints, subject matter expert support and expected end outputs.

5. Problem Solving & Decision Making

- Involvement in the assessment and decision-making process regarding the development of the service to meet short, medium, and long-term goals and to ensure internal objectives are achieved and clients' needs are met.
- Deliver options appraisals with recommendations to clients as part of the consultancy project.
- Involvement in the assessment and decision-making process regarding new and existing client opportunities.

6. Communication and Relationships (internal and external)

- Public Sector client base – both principal stakeholders and project-based contacts.
- Other external relationships - with agencies, contractors, and suppliers.
- Senior Officers within YPO.
- Other Internal relationships – Business Intelligence & Data, Marketing & Communications, Procurement Services, Human Resources and Contracts & Governance teams.

7. Special Features and Personal Attributes

A full driving licence would be an advantage.

Level 2: Proficient
This post is subject to the Fluency Duty under Part 7 of the Immigration Act 2016. The post-holder is therefore required to demonstrate a level of fluency which enables them to converse spontaneously with a natural flow, and explain complicated information, using accurate spoken English (including technical or specialist terminology), to service users, and when required, demonstrate an ability to find alternative vocabulary in order to be understood.

Person Specification (Essential and Desirable Criteria)

8. Knowledge, Skills and Experience

Area	Essential (E)	Desirable (D)	Assessment (Application/Interview/Task)
Knowledge (Education, Qualifications and Training)			
Full member or studying towards membership of the Chartered Institute of Purchasing and Supply (CIPS), having achieved Level 4, or appropriate relevant experience.	Y		Application Form
In-depth understanding of UK public sector procurement legislation and the current social, economic, legislative and political	Y		Application Form/Interview

environment in which public sector organisations operate.			
Knowledge of the market and understanding of the challenges faced by the sector.	Y		Interview
Skills			
Ability to build and maintain effective relationships with both key internal and external stakeholders.	x		Interview
Good commercial awareness and understanding.	x		Interview
Ability to analyse and understand data and draw conclusions/establish appropriate course of action.	x		Application Form/Interview
Proficient in administration and MS Office.	x		Application Form
Effective communication and interpersonal skills with the ability to communicate to appropriate audiences.	x		Application Form/Interview
Goal orientated and results driven – willing to take ownership and responsibility for allocated procurements/projects.	x		Interview
A positive team working outlook with an appetite for creating and delivering against client expectations and needs.	x		Application Form/Interview
Fluency Duty: Must have the ability to converse at ease with members of the public and provide advice in accurate spoken English in line with Level 1 or 2 as stated in section 7 above.	x		Application Form/Interview
Experience			

Evidence of high-level performance and achievement in a large complex organisation.	x		Application Form/Interview.
Significant experience in a procurement role.	x		Application Form/Interview.
Experience of working in the UK public sector.	x		Application Form/Interview.
Experience of working in a consultancy environment.		x	Application Form/Interview.
Experience of working in a membership organisation.		x	Application Form/Interview.

Jobholder Signature:	
Date:	
Manager Signature:	
Date:	