

Job Description



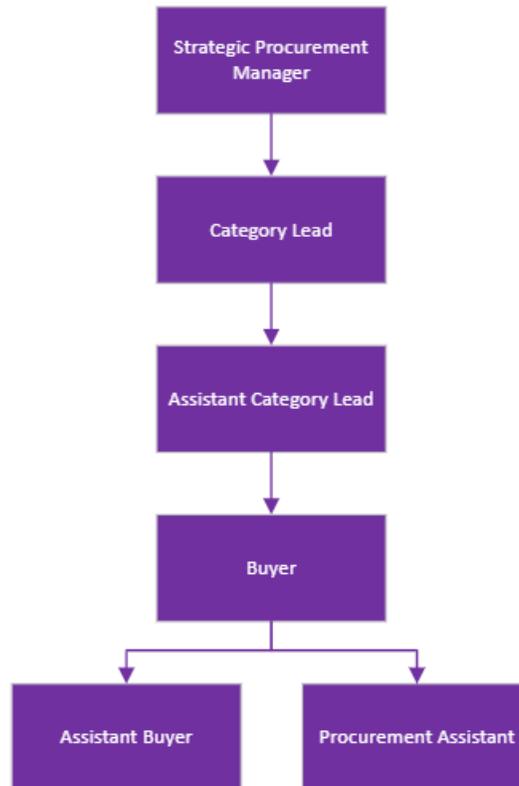
Job Title:	BUYER
Reports to:	Category Lead
Grade:	10
Date:	January 2025

1. Job Purpose

- To operate an end-to-end category buying approach to procurement in YPO for the Category, developing, implementing and managing effective and efficient procurement/supply chain routes to achieve defined business procurement objectives, working closely with the Category Lead.
- To ensure the category specific buying strategy and approach is aligned to the overall procurement strategy.
- Ensure the delivery of high-quality supplier performance for service delivery, procurement cost (savings target), efficiency, overall growth and profitability.
- To demonstrate the YPO values and ways of working which support the business strategy.
- Collaborate with Sales and Marketing to develop communication plans to create awareness of category portfolio and increase usage of our frameworks.
- To support the development of the category suppliers to ensure best service standards and additional value add is delivered for our customers.
- To support and assist the Category Lead in the development and implementation of categories, project plans, strategies and policies.
- To lead and support the delivery of specific procurement projects as part of the procurement services team.
- To support the development of the organisations supply chain and provider capability to ensure long term efficiency and the required capacity to meet customer demands.
- To work closely with the Public Sector Customer Engagement Team to respond to requirements for bespoke procurement and tendering activity and support as required within the scope of the category.

- To undertake other duties as necessary in accordance with the grade and scope of the post.

2. Organisational Structure



3. Dimensions

- The Buyer will be responsible for developing, procuring and managing a range of products and/or Frameworks and bespoke contracts specific to their relevant category, with product/service accountability as appropriate to the category.
- To work to agreed margins and targets as defined by the Category Lead.
- Working closely with customers, suppliers and advisory bodies to secure sales generate income and securing YPO's competitive advantage.
- The Buyer will provide exceptional service to customers who enquire about and/or access YPO's products and frameworks.
- Line management responsibility for the Assistant Buyers within the Category.

- No budgetary responsibility.

4. Principle Accountabilities

Responsibility for the management of the Category Portfolio, including: Develop and implement plans in conjunction with the Category Lead. The establishment and maintenance of a high performing product range/ framework portfolio and encouragement of best practice processes to provide the organisation with an excellent procurement capability that is both efficient and provides sufficient capacity for long-term growth.

- Support a category management approach to procurement that links into the Sales and Marketing teams, developing and implementing product and framework strategies in conjunction with the Category Lead and overall company strategy.
- Product (including YPO Brand) and framework portfolio will be continuously improved and maintained, ensuring that sourcing strategies are in line with category objectives.
- Ensure that supplier agreements are in place, logged in a central database and compliant with procurement rules.
- Define and implement an integrated sourcing and supply strategy for products/frameworks to deliver year on year cost and value improvements.
- Ensure that sufficient 'tension' is created in the sourcing and contract negotiation process to achieve best value pricing and terms.
- Establish long-term partnerships with high performance suppliers based on quality, cost, delivery and responsiveness.
- Conduct timely reviews with suppliers to measure performance against contractual standards and performance expectations.
- In close collaboration with the Category Lead(s) develop plans linked to business requirements and overall specific Category Strategy.
- (Products) Define and implement a pricing model across the product range in line with Category objectives
- To act responsibly and actively contribute to all operational requirements including customer and supplier issues.
- Work with the Category Lead to ensure that effective systems are in place to manage, develop, monitor, evaluate and review performance ensuring that processes and systems integrate effectively with other functions as needed.
- Ensure that all contractual arrangements (products or services) are delivered to agreed targets (e.g. spend, income and savings).
- In conjunction with the Category Lead(s) monitor, assess and respond to business trends and the competitive environment to ensure YPO's continued success.

- Work in a collaborative way to ensure best practice in putting the customer first.
- Maintain effective relationships with key partners, service providers, stakeholders and customers as day-to-day business needs are required.
- To provide professional and technical advice to the Category Lead relating to relevant Category area and Suppliers.
- Ensure that all procurement is compliant with all legislative requirements.
- Through personal example and open commitment and clear action, promote equality of opportunity in both employment and service delivery.
- Develop strong working relationships with colleagues across the organisation and with key suppliers in support of Procurement and cost-management initiatives.
- To lead and undertake work on special projects, policy priorities, plans and programmes as required by Category Lead.
- 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.
- To keep up to date with information, training and development opportunities are appropriate to maintaining and developing professional service standards.
- Ensuring that services are delivered in line with relevant legislation, YPO objectives and policies including those relating to Equality and Diversity, Customer Care and Health and Safety.
- To work at all times in accordance with YPO values and lead by example in embedding these within the team
- To undertake such other duties as may be required from time to time that reasonably fall within the scope and grade of the post.

5. Planning and Organising

- To have full buying responsibility for the given category, including contracting.
- Continuous detailed analysis and monitoring to track performance against defined objectives.
- Extensive cross-functional planning with colleagues across the organisation. This may include stock control, marketing, sales, customer services, operational delivery and external providers to ensure effective product/category development.

- A thorough, in-depth working knowledge of the product or service category, including global trends and sourcing, contracting, planning timelines to ensure product/category objectives are met and business growth is delivered.

6. Decision Making

- Extensive decision making regarding service development to meet medium and long-term procurement goals to ensure customer needs are met.
- Involved in the decision making regarding supplier selection, commercial terms and contract awards.
- Product/service decisions to support the development of YPO's offer, product additions and deletions/evidence based decisions regarding the re-procurement of framework agreements.

7. Internal and External Relationships

1. Customers representing the wider public sector at all levels of seniority including, but not limited to, Local Authorities, Emergency Services, Government Departments, Educational Establishments, and Charities.
2. Senior Officers within YPO
3. Extensive external relationships with suppliers and trade bodies.
4. Internal relationships, contracts and operations, sales, customer services and marketing.
5. Partnership initiatives with organisations serving the public sector
6. Representatives of private sector organisations

8. Knowledge, Skills and Experience

Area	Essential	Desirable	Assessment
Knowledge			
Full member or studying towards being a member of the chartered institute of purchasing and supply (CIPS) or appropriate professional institute e.g. (ACCM etc)	x		AF
In depth understanding of public sector purchasing legislation and the current social, economic, legislative and political environment in which they operate	x		AF & I
Knowledge of the Category Understanding of the challenges that are faced by the sector.	x		I
Skills			
Customer focused team player with strong judgement and decision-making abilities with excellent communication and interpersonal skills.	x		I

Ability to build, work and maintain effective relationships with senior managers, category team, key partners, service providers, stakeholders and YPO customers.	x		I
Ability to develop and implement effective systems of supplier performance management and measurement	x		AF & I
Proficiency in Administration and MS Office	x		AF
Strong contract drafting, negotiation and associated risk management skills.	x		AF & I
Effective analytical skills.		x	AF & I
Well-developed leadership skills, which foster a positive and motivated organisational culture	x		I
Experience			
Evidence of high-level performance and achievement in a large complex organisation	x		AF & I
Demonstrate a track record of managing and delivering full end to end collaborative frameworks (or similar) that deliver successful outcomes		x	AF & I
Experience of category specific processes in different areas of the public sector.	x		AF & I

9. Special Features

The role will require limited travel and on occasions there will be a requirement to work outside of normal office hours.

Jobholder Signature:

Manager Signature:

Date: