

Job Description



Job Title	Contracts Officer
Reports to	Contracts and Compliance Manager
Direct reports	Assistant Contracts Officer
Business Area	Finance
Grade	10
Date	July 2026
1. Job Purpose	
• To ensure that the organisations contracting policies and procedures are compliant with legislation and YPO's Standing Orders. • To identify and implement best practice in procurement. • To ensure YPO's contracting is undertaken in a consistent manner and to a continually high standard. • To be the point of contact to provide advice and assistance on all issues related to procurement including contracting and Dynamic Purchasing Systems. • To be a flexible resource to support, guide and provide practical assistance to category teams as and when the business requires. • To demonstrate the YPO Brand Values (e.g.be kind, do the right thing, embrace creativity and make a difference) & ways of working which support the overall business direction. • To collaborate with Procurement, MI, Stock Optimisation, Operations, Sales & Marketing and other internal customers to continuously develop the service to meet the needs of the business. • To support and assist the Contract and Compliance Manager in the development and implementation of strategies and policies.	

2a Key Responsibilities

- Responsibility for the activities of the Contracting Function, including:
 - Manage a Quality Assurance programme in relation to YPO's procurement activities against legislation, YPO's contract standing orders, policies, procedure and best practice.
 - Taking the lead on Procurement processes including Dynamic Purchasing System activities providing expertise, advice, practical support, assisting with target setting and identification of opportunities.
 - Supplying contracting technical expertise to YPO, including advice on compliance, procurement, legal challenges and auditing standards. To ensure this is continually up to date and cascaded to all Procurement.
 - Assessing and communicating the risk involved in the contracting procedure across the organisation and for individual tenders. Ensuring appropriate action is taken to minimise any risk.
 - Ensuring that all contracting processes and procedures are followed and that Best Practice is undertaken by Procurement.
 - Managing and updating the contracting templates portfolio and where templates are not available then advising Procurement where necessary.
 - Managing and updating the Contract Manual (including Contracting Process and Procedures) and ensure all Procurement staff have had training and understand its content. To ensure that the document is consistently updated and all amendments are cascaded to users.
 - Participating in Evaluation Panels, tender document proof reading and debriefs as required to ensure the correct implementation of processes and procedures.
 - Inducting all new starters on contracting process and procedures (in parallel to the contracting manual) and to ensure all procurement are continually updated and consistently trained in line with best practice and the YPO contracting policies.
 - Ensuring that the Contractual documentation process and repository is up to date and utilised by all the Procurement staff.
 - Working with the MI team to ensure all management information and reports regarding contracting activity and performance are produced.
 - In close collaboration with the Category Managers develop strategies and policies linked to business requirements and overall company strategy.

- Working with the Category teams, undertake a programme of supplier engagement regarding contracting procedures, procurement routes and E-Procurement systems.
- To act responsibly and actively contribute to all strategic and operational issues.
- To work with the Category Managers to ensure that effective systems are in place to manage, develop, monitor, evaluate and review performance within the Product & Service areas ensuring that processes and systems integrate effectively with other functions as needed.
- In conjunction with the Category Managers, monitor, assess and respond to business trends and the competitive environment to ensure YPO's continued success.
- Maintain effective relationships with key partners, service providers, stakeholders and customers as day-to-day business needs required.
- Assist Procurement to ensure that the product and service portfolios are compliant with the procurement of all goods and services and meets both UK and EU 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 at key suppliers in support of Procurement initiatives.
- To lead and undertake work on special projects, policy priorities, plans and programmes as required by the Contract and Compliance Manager.

2b. Generic Responsibilities

- 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

- Responsible for policies and procedures covering all YPO contracts, approximately 80 per year.

- Responsible for assessing and minimizing risk to the business for all contractual issues.
- Responsible for managing an E-Procurement system across all tendering / contracting activity.
- Accountable for the independent quality assurance of procurement activity across the organisation, ensuring full compliance with internal policies, regulatory requirements, and best practice standards, and providing accurate, timely reporting to support governance, transparency, and continuous improvement.

4. Planning and Organising

- Full responsibility for the design and implementation of policies, procedures covering all elements of contracting and quality assurance activities.
- Extensive planning and responsibility to ensure the organisations procurement processes are effective, efficient, fit for purpose and operational.
- Extensive cross-functional planning particularly with Procurement, marketing, sales, customer services, operational delivery and external logistics to ensure effective contracting performance.
- Continuous detailed analysis and monitoring to track performance against defined objectives

5. Problem Solving & Decision Making

- Extensive decision making regarding the design and implementation of policies / procedures covering all elements of the contracting process.
- Extensive decision making regarding the design and implementation of Quality Assurance activities relating to procurement processes.
- Extensive decision making on all compliance issues.
- Contribute towards decision making regarding supplier selection and contract awards.

6. Communication and Relationships (internal and external)

- Senior Officers within YPO.
- Government Departments, Public bodies, purchasing institutions, Suppliers, Customers.
- External relationships with suppliers and trade bodies.
- Extensive internal relationships with supply chain, stock control, Category Managers, operations, sales, customer services and marketing.

7. Special Features and Personal Attributes

The role will encompass some or all of the following elements of the procurement agenda:

- **Category management** matching supply with customer needs; mapping out what procurement will be doing with each category over the next 3-5 years
- **Sourcing** to take a fresh look at the portfolio by driving new initiatives
- **Negotiations** with our core suppliers where it makes sense
- **PCM** to make sure suppliers perform to contract
- **SRM** with our core suppliers to generate new “partner” value
- **Low-cost countries** buying where it makes sense (e.g. China)
- **Dynamic Purchasing Systems** and **e-auctions** where it makes sense (e.g. good spec & choice of capable suppliers)
- **Supply chain optimisation** through structured total cost analysis (e.g. buy price v. stock)
- **Supply chain performance** improvement
- **New Product ideas** to feed into the range/offer development (e.g. fairs or SRM)
- **New supply chains** to support and shape overall business growth
- **Collaboration with S&M** to create a compelling reason for our customers to buy

Level 1: Competent

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 confidently at length with service users using accurate spoken English, without the need to repeat the information provided in order to be understood (although some hesitancy when searching for sentence structure and vocabulary will be accepted).

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)			
Studying to become a Member of Chartered Institute of Purchasing and Supply (CIPS) or appropriate professional institute or relevant experience. Educated to degree level or alternative.	x		Application

Understanding of risk management and strong problem solving ability.	x		Application
Understanding of Dynamic Purchasing Systems and E-Auctions, the process, potential benefits and associated pitfalls.		x	Interview
Very good understanding of public sector purchasing organisations and the current social, economic, legislative and political environment in which they operate.	x		Interview
Skills			
Ability to review and interpret legislation to determine its application within the organization	x		Application
Evidence of high-level performance in either Contracting or Procurement.	x		Application
Ability to develop and implement effective systems to support contracting activity.		x	Interview
Well-developed leadership skills, which foster a positive and motivated organisational culture.	x		Application
Effective communication and interpersonal skills, with the ability to communicate to appropriate audiences, including written, numerical and presentations.	x		Application
Ability to build, work and maintain effective relationships with managers, key partners, service providers, stakeholders and YPO customers.	x		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		• The application form (including qualifications gained) • Interview responses • Presentations or job-related discussions

Experience			
Experience of contract drafting and excellent understanding of its application in the public sector.	x		Application
Jobholder Signature:			
Date:			
Manager Signature:			
Date:			