



Job Description

Job Title	Procurement Operations Buyer
Reports to	Category Lead – Procurement Operations
Direct reports	Procurement Assistants
Business Area	Procurement Services and Supply Solutions
Grade	10
Date	July 2026

1. Job Purpose

- To support the Procurement Operations Category Lead in the provision of an operational procurement service, facilitating an end-to-end productive category management approach to procurement in YPO.
- To ensure best practice and compliant processes are implemented throughout the entirety of YPO's procurement activity, from initial market engagement to post-standstill.
- Ensure the delivery of compliant, best in class tendering and procurement activity, ensuring that Category requirements and customer requirements are met in a timely manner
- Lead by example and encourage the YPO values and ways of working which support the business strategy.
- A lead role for operation of YPO's Commercial Management System and support the relationship with the provider of the system
- Manage a workplan and pipeline of activity, working alongside Category Teams and the Customer Engagement Team to ensure procurement activity is visible, reportable and offers a timely and responsive service to YPO colleagues and customers.
- To support YPO's market capability to achieve efficiencies and ensure sustainable supply capacity to meet changing customer demands.
- The post holder has direct line management responsibility for members of staff within the category.

- To lead and support the delivery of specific procurement projects in support of the category teams.
- To work closely with the contracts team to ensure all YPO governance requirements are adhered to in the day-to-day activity of the team, leading on a collaborative approach with this team.

2a Key Responsibilities

Support the Category Lead in the management of the Procurement Operations service, including:

- Ensuring the processes followed are robust, compliant, auditable and represent procurement best practice
- The organisation and deployment of human resources within the reporting structure, including recruitment, selection, discipline, development, training, mentoring and motivation of staff and application of people management policies and procedures.
- To support YPO customers in the delivery of bespoke tendering activity, supporting the Category Teams in meeting their requirements and ensuring expectations are clarified and met to support the ongoing delivery of a first-class operations service, aligning processes and maximising efficiencies to support sufficient capacity for long-term growth.
- Manage a workplan and activity pipeline in collaboration with Category Teams and Customer Engagement to identify peaks of activity and build in flexibility to manage these across teams and without detriment to commitments to stakeholders
- Support the process for the receipt and response to incoming requests from customers, ensuring these are allocated in a timely manner across Category Teams and progress (in terms of an internal “tracker”) is updated and maintained.
- Establish long-term partnerships with colleagues and customers, being a recognised source of information and advice regarding the procurement process.
- In close collaboration with the Strategic Procurement Managers understand category strategies and policies linked to business requirements and overall specific company Strategy.
- Effectively manage resource conflicts, policy enforcement, and other critical issues arising from Procurement initiatives and where needed mediate highly complex and sometimes conflicting issues involving multiple groups.
- To efficiently support the Category, demonstrating effective leadership, sound participation, teamwork, communication and employee development and motivation and 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 the Procurement Operations Category delivers agreed targets and service standards, on time.
- Manage and appraise Procurement Co-ordinators through the setting and monitoring of performance targets and standards, to ensure they effectively carry out the key objectives of the Category, encouraging personal development and providing support. Maintain effective relationships with key partners, service providers, stakeholders and customers as business needs required.
- To develop a relationship with the Public Sector Customer Engagement Team with a view to supporting customer needs, tendering activity and bespoke procurement requirements as appropriate to the scope of the category.
- Ensure that all procurement is compliant with 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 keep up to date with information, training and development opportunities 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 ensure that YPO Values are embedded within the Category and behaviour is at all times in line with these.
- To lead and undertake such other duties as may be required from time to time that reasonably fall within the scope and grade of the post.

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 Buyer will be responsible for ensuring that Operational Procurement processes and supporting action plans are managed in a manner which supports the objectives of the Procurement Operations team. They will be responsible for the overall delivery of the procurement workplan/pipeline covering a range of services and bespoke contracts
- The Buyer will lead, manage, coach and mentor their Team to ensure successful outcomes are achieved which includes effective customer and supplier engagement.
- The Buyer will work with YPO Marketing colleagues to develop plans for the marketing of the service to Customers.
- The Buyer will effectively liaise with colleagues within Procurement Services, Customer Engagement and Contracts to ensure cohesive procurement solutions are implemented.
- No budget responsibility

4. Planning and Organising

- Responsibility for the management and pipeline for current and incoming tender activity.
- Extensive cross-functional planning particularly with, Procurement Service, Product Procurement, Customer Engagement, Contracts and Finance.
- Continuous detailed analysis and monitoring to track performance against defined objectives and quotations for chargeable activity.
- Maintaining a responsive communication channel with internal and external customers, able to respond to requests for information and updates on a frequent and accurate basis.

5. Problem Solving & Decision Making

- Support the decision-making regarding the service development to meet medium and long-term procurement goals to ensure customer needs are met by the provision of accurate pipeline and workplan data.
- There will be a mix of decision-types - from judgement based to precedent/procedure based - and there will be considerable autonomy by the post holder to make such decisions.
- Any decisions impacting upon the strategic plan would be escalated to the Category Manager – Procurement Operations

6. Communication and Relationships (internal and external)

- Customers representing the wider public sector at all levels of seniority including, but not limited to, Local Authorities, Emergency Services, Government Departments, Educational Establishments, other Purchasing Consortia and Third sector.
- Senior Officers within YPO.
- External relationships with YPO's Commercial Management and Customer Relationship Management systems.
- External relationships with suppliers and trade bodies.
- Internal relationships, Procurement Services, Product Procurement, Contracts, Customer Engagement and marketing.
- Partnership initiatives with organisations serving the public sector and representatives of private sector organisations.

7. Special Features and Personal Attributes

- **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.

- This role may include a requirement to travel regionally and a limited requirement to travel nationally, with limited requirement for overnight stays from time to time.

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 being a member of the chartered institute of	Y		A

purchasing and supply (CIPS) or appropriate professional institute e.g. (ACCM etc.)			
In depth understanding of public sector purchasing legislation and the current social, economic, legislative and political environment in which they operate	Y		A & I
Experience of e-procurement/tendering systems		Y	A & I
Skills			
Customer focused team player with strong judgement and decision-making abilities with excellent communication and interpersonal skills.	Y		I
Ability to build, work and maintain effective relationships with senior managers, category team, key partners, service providers, stakeholders and YPO customers.	Y		I
Ability to develop and implement effective systems of performance management and measurement	Y		A & I
Proficiency in Administration and MS Office	Y		A
Strong contract drafting, negotiation and associated risk management skills.		Y	A & I
Effective analytical skills.		Y	A & I
Well-developed leadership skills, which foster a positive and motivated organisational culture and proven ability to work as part of an effective team and foster good inter-personnel relationships.	Y		I
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.	Y		A & I

Experience			
Evidence of high-level performance and achievement in a large complex organisation		Y	A & I
Demonstrate a track record of managing full end to end competitive tendering activity for collaborative frameworks (or similar) and contracts that deliver successful outcomes		Y	A & I
Experience of procurement processes in different areas of the public sector (PCR 2015, PA 2023, LTR, PSR)		Y	A & I
Jobholder Signature:			
Date:			
Manager Signature:			
Date:			