

Job Description



Job Title:	Assistant Category Lead
Reports to:	Category Lead
Grade:	11
Date:	July 2025

1. Job Purpose

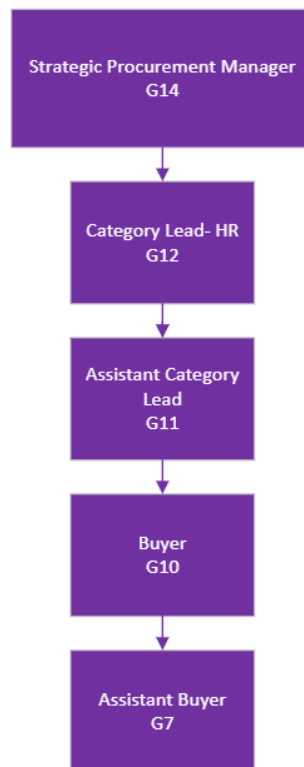
The role of Assistant Category Lead is required to assist with the running for the day-to-day actions of the team, providing capacity to the Category Lead and deputising when required.

The Assistant Category Lead role will be a customer facing role and will be required to work with strategic suppliers and customers, supported by the Category Lead, be responsible for delivering sourcing initiatives, covering the end-to-end sourcing lifecycle.

The post holder will need to be confident in engaging with senior stakeholders and be experienced in working as part of a cross-functional team to deliver a range of projects including complex large-scale projects as well as smaller projects as the work covers a mix of both, whilst ensuring you are optimising the cost, quality, and service, driving added value through sourcing strategically, value engineering, innovation delivery and risk management.

1. To assist the Category Lead to ensure a Category management approach.
2. To work with the Category Lead to implement the category specific buying strategy. Aligned to the overall procurement strategy.
3. To lead on the effective high quality SRM process to ensure savings, KPIS and efficiencies are met to meet the team's growth and profitability targets are met.
4. Lead on collaborations with Sales and Marketing to engage with customers to ensure out solutions meet all sector customer demands.
5. The post holder will have direct line manager responsibility for 1 or more Buyers in the Team.
6. Through market engagement, support the Category Lead on developing market capability development to provide a sustainable supply chain to meet all sector customer demand.
7. There may be a requirement to lead on specific procurement projects for the Team or for the wider Procurement Services Team.

2. Organisational Structure



3. Dimensions

- Assist with the running for the day-to-day actions of the team, providing capacity to the Category Lead and deputising when required.
- Supporting the Category Lead in leading, coaching and mentoring the team.
- Dynamic thinking and problem-solving abilities.
- Confidence to present to YPO's Senior Leadership Team and Board, as well as other key stakeholders, when required.
- Liaising with other Category Teams to ensure cohesive procurement solutions are implemented.

4. Principal Accountabilities

- To support the Category Lead in managing the Framework portfolio.
- Lead on, for the Category, a customer lead approach to engagement, for all Sectors. To be the external customer facing role within the category Team to work with customer providing category expertise and procurement support.
- Collaborate with suppliers and influence internal stakeholders to implement the innovation strategy, and to evolve the strategy as technology, markets, and business needs change.

- Working with the Category Lead, using initiative to develop new ideas and solutions appropriate to the category area in line with the overarching category strategy.
- Ensure service delivery is in line with relevant legislation, YPO objectives and policies including those relating to Equality and Diversity, Customer Care and Health and Safety.
- Deliver KPI's relating to cost, cash, quality, service, and continuity of supply for the portfolio.
- Leading in local government market impacts and responding to changes such as the procurement reform and category specific legislation.
- Continuously gather, analyse, interpret, and act upon market intelligence to ensure we have market leading frameworks.
- Communicate to internal stakeholders as appropriate.
- Minimise risk to continuity of supply by conducting supplier risk assessments for the portfolio's suppliers and implementing corrective actions as required.
- Ensure supply agreements are based upon formal legal T&C's.
- Provide procurement expertise and mentoring to teams to manage suppliers both pre-contract and post-contract.
- Deliver savings through a robust risk and issue management process.
- Implement and maintain new policies and procedures and ensure best practice procurement processes are continually developed.
- Understanding of recent technologies, trends, and their challenges and investigate how these can be used to identify efficiencies and benefit our customers.
- Develop processes in line with the Category Lead measure and monitor KPIs and SLAs for categories of expenditure through supplier reviews.
- Improve supplier performance through customer and internal feedback.
- Monitor compliance with supply agreements by requesting supplier reports.
- Manage a work plan for the Category in line with the Category Lead and delegate to Buyers.
- Develop and maintain processes for contracts that are due for renewal and provide feedback on recommended action.
- Maintain all systems information with current and updated supply terms.
- Understanding business requirements and structuring deals to meet those requirements.
- Negotiating deals to achieve optimal commercial terms for YPO and our customers.
- Assisting with the management of a cross-functional team and consulting with senior stakeholders internally and externally.
- Providing professional and technical Category Specific advice to the Category Lead and Strategic Procurement Manager, relating to Category specific and Supplier topics.
- Building and improving relationships with key suppliers/customers, strategic stakeholder, and collaborative partners.

- Working with the Category Lead to identify innovation within the category, engaging with the customers from all sectors.
- Actively engage with customers to understand their challenges and feedback to the Category Lead to inform decisions on how we can meet these challenges.
- Utilising a full understanding of the Procurement Act 2023 to identify opportunities of innovation and forward thinking approach to procurement to set us aside from competitors in line with our drive to be pioneers.
- To undertake other duties, as may be required from time to time, which fall within the scope, grade of the post, and support the Continued Improvement of the Procurement Services Team.

5. Planning and Organising

- Plan and structure work to achieve objectives, set realistic timescales, anticipate problems, and develop contingency plans.
- Assist with strategic planning for the business; with planning over a 3-5-year period.
- Act as a coach and mentor to the team members to embed the key priorities of the strategy to enable growth.
- Plan and lead on the customer lead activity and engagement for the Category.

6. Decision Making

- To create, develop and decide on long term and short-term sales plans.
- Managing the planning of national event attendance for YPO and customer engagement sessions.
- Taking a lead in complaint resolution in response to the escalation of customer complaints.
- The post holder will need to be able to make decisions quickly in response to issues, queries or changes in a sales and customer led environment.
- Support the Category Lead and deputise for the Category Lead in processes such as recruitment / performance management and day to day processes/activities.

7. Internal and External Relationships

- The post holder will engage with, and influence, key stakeholders at all levels of the business.
- Being category lead for key customer contacts, collaborations and relationships to secure future growth, retention, and initiatives.
- To promote beneficial cross team working relationships to support category integration and support functions across teams.

8. Knowledge, Skills, and Experience

	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.	X		Application
In depth understanding of public sector purchasing legislation and the current social, economic, legislative, and political environment in which they operate.	X		Interview
Knowledge of Category Management in relation to public sector procurement, procuring complex needs and understanding of the challenges that are faced by the sector.	X		Application & interview
Significant understanding of YPO's business operations or understanding of a similar complex organisation.	X		Interview
Skills			
Excellent organisational skills with the ability to bring in new tools and techniques to improve this aspect of the role.	X		Application
Good problem-solving skills and strategic, innovative thinking.	X		Application
Excellent communication and presentation skills, with the ability to communicate at all levels and to a variety of audiences.	X		Application & Interview
Ability to direct and influence key stakeholders both internal and external.	X		Interview
Previous management experience and ability to mentor and support other colleagues across YPO.	X		Interview
Ability to build, work and maintain effective relationships with senior managers, category team, key partners, service providers, stakeholders and YPO customers.	X		Interview

Experience and skills in the use of the Microsoft software, including Word, Excel, SharePoint, Project, PowerPoint, Power Bi.	X		Interview
Experience			
Experience of working in a Local Authority environment (or working knowledge) with an excellent understanding of Council policies and procedures & ensuring that local services are delivered efficiently and cost-effectively.		X	Application & Interview
Evidence of high-level performance and achievement in a large Public Sector organisation.	X		Application
Excellent working knowledge and experience of Public Sector Procurement Regulations, PCR2015 and currently training and upskilling knowledge on PA2023.	X		Application
Understanding of current restraints and pressures with a Local Authority	X		Application

8. Special Features

Travel will be required to customer and suppliers.

Jobholder Signature:

Manager Signature:

Date: