

Job Description

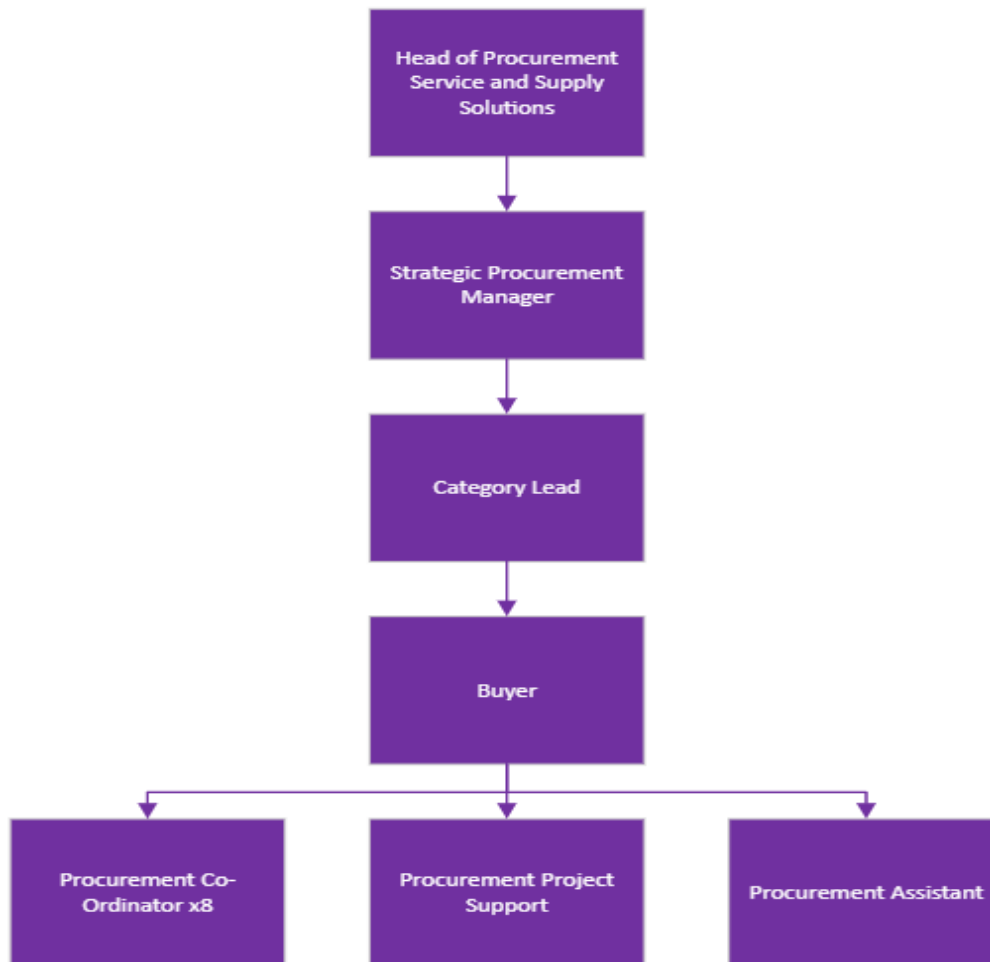


Job Title:	Procurement Co-Ordinator
Reports to:	Buyer
Grade:	6
Date:	December 2024

1. Job Purpose

- Support Procurement Services and Supply Solutions Product and Supply Solutions Teams with all operational requirements, such as (not exhaustive), tendering activity, supplier performance data capture, collation of customer and supplier data, telephone support, system housekeeping, administration, call planning and follow up work.
- To undertake all tactical process and administrative activity in order to enable the Category teams and Public Sector Customer Engagement to focus on driving the strategic and commercial procurement agenda.
- Support all operational Procurement requirements, such as (not exhaustive), supplier performance data capture, system housekeeping, price updating, administration, project and planning work.
- To demonstrate the YPO Values which support the overall business goals. Show initiative rather than wait for tasks or instructions.
- To identify and act on improvement opportunities.
- To conduct all procurement activity on the Commercial Management System further competitions and bespoke procurement activity– dealing directly with customers at all levels of the business.

2. Organisational Structure



3. Dimensions

- Assistance to Category Leads and Buyers in a department currently turning over £800m business, across 100 frameworks with a wide range of public sector organisations.
- No budget responsibility
- No line management responsibility

4. Principle Accountabilities

- Responsible for all tendering activity conducted on behalf of YPO Procurement Services, authority and public sector establishments, as directed by team leader.
- To utilise the e-Commercial Management System for delivery of bespoke tendering activity, Framework Agreements and Further Competitions.
- Income Generation: To be aware of and contribute towards the commercial objectives of the department, collecting and recording framework spend and rebate income.
- Advice: to act as an interface between customers and suppliers, advising and guiding in relation to relevant DPS and framework agreements.

- To support the evaluation and moderation of tenders, arranging meetings for these elements of tender activity as required and supporting the process by keeping accurate, contemporaneous notes and ensuring these are available as required in a timely manner to support the conclusion of the tender process.
- Legislation: Keeping a breast and changes in legislation regarding framework agreements and further competitions and being aware of and understanding any risk to the Organisation when undertaking contracting activities.
- To act responsibly and actively contribute to all operational issues.
- Maintain effective relationships with key partners, service providers, stakeholders and customers as day-to-day business needs require.
- Develop working relationships with colleagues across the organisation and key suppliers in support of Procurement.
- Staff Work and Management: To manage, plan and prioritise own workload to meet internal and external customer requirements to provide an efficient and effective service.
- To lead and undertake project work as required by the Strategic Procurement Manager, Category Leads or Buyers.
- To work closely with the Public Sector Customer Engagement Team to understand the workload and pipeline of activity, which will be undertaken by the post holder.
- Communicate: written and verbal communication internally and externally at all levels and across a range of professions and disciplines to assist in selling the YPO service.
- To undertake other duties as may be required in accordance with the scope and grade of the post.

5. Planning and Organising

- Administration such as filing/record keeping, ad-hoc project work
- Support and advice to customers on the tendering and further competition process – timescales etc.

6. Decision Making

- The focus of the role is to support the category teams within Procurement Services by supporting bespoke tendering activity, further competition tasks and wider co-ordination activities. However, within the role and a pre-agreed framework, exercise autonomy and decision-making.

7. Internal and External Relationships

- All colleagues within Procurement Services.
- External relationships with suppliers.
- Internal relationships with contracts, sales, customer services and marketing.
- Communicate: written and verbal communication both internal and external at all levels and across a range of professions and disciplines to assist in developing the YPO service

8. Knowledge, Skills and Experience

Area	Essential	Desirable	Assessment
Knowledge			
Basic understanding of public sector.		x	AF & I
Demonstrable experience of MS Office applications.	x		AF & I
Chartered Institute of Procurement and Supply, Level 3 or 4		x	
A minimum of 5 GCSE grade C/4 or above, to include Maths and English	x		
Skills			
Sound administration and analytical skills.	x		AF & I
Sound understanding of the further competition process and a basic understanding of the wider public sector procurement rules.	x		AF & I
Ability to effectively operate e-Tendering systems and work to defined processes.	x		AF & I
A thorough understanding of the competitive tendering process	x		
A positive and flexible team-working outlook.	x		I
Good communication and interpersonal skills by telephone, email and face to face.	x		I
Sound IT skills.	x		AF & I
Experience			
Ability to organise and prioritise workloads.	x		AF & I

9. Special Features

- ✓ An operational/administration role
- ✓ Essential to the efficient running of the wider Procurement Services Team
- ✓ An efficient operator
- ✓ An enabler to the Procurement Services Team

Jobholder Signature:

Manager Signature:

Date: