

# Job Description

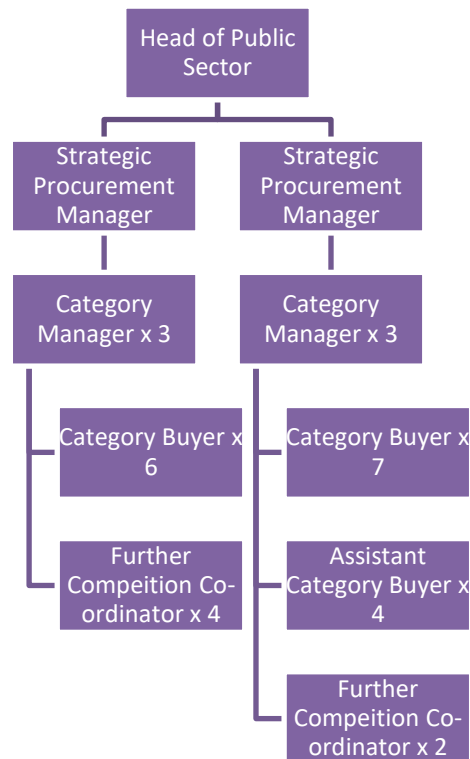


<b>Job Title:</b>	<b>CATEGORY BUYER</b>
<b>Reports to:</b>	Category Manager
<b>Grade:</b>	10
<b>Date:</b>	August 2018

## 1. Job Purpose

1. To operate an end-to-end category buying approach to procurement in YPO for the Category.
2. To ensure the category specific buying strategy and approach is aligned to the overall procurement strategy.
3. Ensure the delivery of high quality Supplier performance for service delivery, procurement cost (savings target), efficiency, overall growth and profitability.
4. To demonstrate the YPO values & ways of working which support the new 2018-2021 business strategy.
5. Collaborate with Sales & Marketing to develop the communication plans to create awareness of Category portfolio and increase usage of our frameworks.
6. To support the development of Category Suppliers to ensure best service standards and additional value add is delivered for our customers.
7. To support and assist the Category Manager in the development and implementation of Category and Project plans.
8. To lead and support the delivery of specific procurement projects as part of the procurement services team.

## 2. Organisational Structure



## 3. Dimensions

The Buyer will be responsible for developing, procuring and managing a range of Frameworks and bespoke contracts specific to their relevant category.

The Buyer will provide first class service to Customers who enquire about and/or access these frameworks.

## 4. Principle Accountabilities

1. Responsibility for the management of the Framework Portfolio, including:
  - a) Develop and implement plans in conjunction with the Category Manager & Strategic Markets Manager.
  - b) The establishment and maintenance of a high performing 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.
  - c) Support a category management approach to procurement that links into the Sales & Marketing teams.

- d) Ensure that supplier agreements are in place, logged in a central database and compliant with EU procurement rules.
  - e) Define and implement an integrated sourcing and supply strategy for frameworks to deliver year on year cost and value improvements.
  - f) Ensure that sufficient 'tension' is created in the sourcing and contract negotiation process to achieve best value pricing and terms.
  - g) Establish long-term partnerships with high performance suppliers based on quality, cost, delivery and responsiveness.
  - h) Conduct timely reviews with suppliers to measure performance against contractual standards and performance expectations.
  - i) In close collaboration with the Category Manager(s) & Strategic Markets Manager develop plans linked to business requirements and overall specific Category Strategy.
2. To act responsibly and actively contribute to all operational requirements including customer and supplier issues.
  3. Work with the Category Manager & Strategic Markets Manager 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.
  4. Ensure that the Frameworks deliver to agreed targets (e.g. spend, income & savings).
  5. In conjunction with the Category Manager(s) & Strategic Markets Manager, monitor, assess and respond to business trends and the competitive environment to ensure YPO's continued success.
  6. Work in a collaborative way to ensure best practice in putting the customer first.
  7. Maintain effective relationships with key partners, service providers, stakeholders and customers as day-to-day business needs required.
  8. To provide professional and technical advice to the Category Manager & Strategic Markets Manager relating to relevant Category area and Suppliers.
  9. Ensure that the all procurement is compliant with both UK and EU legislative requirements.
  10. Through personal example and open commitment and clear action, promote equality of opportunity in both employment and service delivery.
  11. Develop strong working relationships with colleagues across the organisation and at key suppliers in support of Procurement and cost-management initiatives.
  12. To lead and undertake work on special projects, policy priorities, plans and programmes as required by the Category Manager/Strategic Markets Manager.
  13. 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.

14. To keep up to date with information, training and development opportunities appropriate to maintaining and developing professional service standards.
15. 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.
16. 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

Full buying responsibility for the given category, including contracting.

Extensive cross-functional planning particularly with, sales, customer services, operational delivery and external logistics to ensure effective category development.

Continuous detailed analysis and monitoring to track performance against defined objectives.

## 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.

## 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
<b>Knowledge</b>			
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
<b>Skills</b>			
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
<b>Experience</b>			
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

**Jobholder Signature:**

**Manager Signature:**

**Date:**

