

Job Description



Job Title:	Further Competition Co-Ordinator
Reports to:	Category Manager
Grade:	6
Date:	August 2018

1. Job Purpose

Support all operational requirements, such as (not exhaustive), supplier performance data capture, collation of customer and supplier data, telephone support, system housekeeping, administration, call planning & follow up work.

To undertake all tactical process & administrative activity in order to enable the Buyers & Category Manager to focus on driving the strategic and commercial procurement agenda.

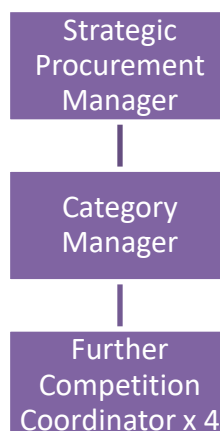
Support all operational Procurement requirements, such as (not exhaustive), supplier performance data capture, system housekeeping, price updating, administration, project & planning work.

To demonstrate the YPO Way behaviors (e.g. ownership) & ways of working 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 further competitions – dealing directly with customers at all levels of the business.

2. Organisational Structure



3. Dimensions

Assistance to Category Managers and Buyers in a department currently turning over £800m business, across 100 frameworks with a wide range of public sector organisations.

4. Principle Accountabilities

1. Responsible for all further competitions conducted on behalf of authority and public sector establishments, as directed by team leader.
2. To utilise the e-Procurement System for delivery of Further Competitions.
3. Income Generation: To be aware of and contribute towards the commercial objectives of the department, collecting and recording framework spend and rebate income.
4. Advice: to act as an interface between customers and suppliers, advising and guiding in relation to relevant DPS and framework agreements.
5. 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.
6. To act responsibly and actively contribute to all operational issues.
7. Maintain effective relationships with key partners, service providers, stakeholders and customers as day-to-day business needs require.
8. Develop working relationships with colleagues across the organisation and at key suppliers in support of Procurement.
9. 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.
10. To lead and undertake project work as required by the Procurement Manager, Category Managers or Buyers.
11. 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.

5. Planning and Organising

Administration such as: filing/record keeping, ad-hoc project work

Support and advice to customers on the further competition process – timescales etc.

6. Decision Making

The focus of the role is to support the category teams within Procurement Services by delivering 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

1. All colleagues within Procurement Services.
2. External relationships with suppliers.

3. Internal relationships with contracts, sales, customer services and marketing.
4. 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
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 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: