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| **Job Title:**  | **Head of Procurement Services** |
| **Reports to:** | Executive Director - Procurement |
| **Grade:** | SLT1c |
| **Date:** | February 2024 |

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| **1. Job Purpose** |
| Reporting to the Executive Director, this role is an integral member of the Senior Leadership Team, to drive the strategic direction of YPO’s Procurement Services. The postholder will lead and execute a robust business plan, assuming accountability for revenue, service, and efficiency to meet the organisation’s overall growth and profitability. This essential role will guide and empower the team, ensuring delivery of exceptional services that directly cater to members and customer needs. The primary goal is to meet organisational targets for outstanding service quality, streamlined procurement processes, cost efficiency and overall business expansion.Supplier engagement and development strategies will be pivotal to the role to deliver customer-centric services. These services must encompass diverse outcomes, including but not limited to social value and sustainability. Supplier relationship management strategies will be developed and implemented to achieve these objectives. |
| **2. Organisational Structure** |
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| **3. Dimensions** |
| The role has responsibility for a team of 40 people located in Wakefield. Responsible for YPO’s customer expenditure in excess of £2bnResponsible for the department budget circa. £3.7mResponsible for delivery of a growing revenue stream of £7m of rebate and services income. |
| **4. Principle Accountabilities**  |
| 1. Leadership and Strategy
	* Lead the commercial growth and profitability of Procurement Services in alignment with strategic plans.
	* Drive a culture of continuous improvement and development within the procurement team.
	* Attend Board meetings occasionally, setting agendas and facilitating informed decision-making.
2. Customer Engagement and Business Development
	* Engage with customers to identify growth opportunities and ensure the ongoing development in procurement services are meeting the needs of the customers both now and in the future.
	* Proactively manage outsourced procurement services to support future organisational growth.
3. Relationship Management
	* Manage key relationships with public sector partners, fostering YPO's reputation for procurement excellence.
	* Actively contribute to the YPO Senior Management and Strategy Leadership Teams, driving organisational strategy.
4. Leadership and Team Development
	* Champion the ongoing enhancement of Procurement Service capabilities, fostering efficiency and strengthen the team's capacity to fulfill evolving customer needs.
	* Provide direct leadership to the Procurement Services Department, empowering a team of 40 staff members to pursue and achieve their individual and collective objectives with ambition and competence.
5. Department Strategy and Performance
	* Formulate and implement procurement strategies aligned with Board directives, emphasising leadership development within the team.
	* Manage resources, recruitment, HR policies, and procurement leadership, ensuring compliance and efficient operations.
	* Ensure high performance, efficient capability, and compliance with supplier agreements, enabling the team to excel.
	* Establish category management approaches and enduring supplier partnerships for quality and value.
	* Effectively manage resource conflicts and complex issues arising from procurement initiatives.
6. Financial Oversight and Collaboration
	* Monitor and manage the department's budget effectively.
	* Guide the team in driving collaborative benefits through strategic sourcing and contract management.
	* Proactively engage with customers to understand their efficiency plans to ensure future services meet the needs of the customer plans.
7. Strategic Contribution, Compliance, and People Management
	* Actively contribute to strategic decisions within YPO while ensuring compliance with corporate governance and legislative requirements.
	* Manage, appraise, and develop staff, nurturing their growth in alignment with departmental objectives.
8. Stakeholder Engagement and Communication
	* Foster strong working relationships across the organisation and with key suppliers, facilitating effective communication of YPO's strategies and objectives.
9. Continuous Learning and Service Excellence
	* Stay updated with relevant information and professional development opportunities, reinforcing service delivery standards and compliance.
	* Share knowledge and information with the Team to ensure continuous development across all levels.
10. Adherence to Standards
	* Ensure services align with legislation, YPO objectives, and policies regarding equality, diversity, customer care, and health & safety.

Undertake additional responsibilities within the role's scope and grade as required. |
| **5. Planning and Organising** |
| The role involves contributing to strategic business planning spanning three to five years and driving strategic planning specifically for the Procurement Services Department.The post holder must demonstrate adeptness in planning and organising work to meet service objectives, establishing achievable timelines, foreseeing potential issues, and formulating contingency measures. This encompasses annual business planning and contributing to a rolling three-year workforce plan.The role necessitates the ability to assess the performance of services, systems, and team members against predefined standards and outcomes.Any decisions that significantly influence the strategic plan will be appropriately escalated, potentially up to and including the YPO Board of Directors. |
| **6. Decision Making** |
| The individual in this position holds full accountability for achieving the stipulated business plan objectives. Approval is mandatory for procurement agreements surpassing £3 million and any budget variances.The majority of decisions within this role demand judgement and will grant the post holder considerable autonomy in decision-making. Although some decisions will be grounded in established procedures or precedents.Any decisions with an impact on the strategic plan will be escalated to the Executive Director of Procurement. |
| **7. Internal and External Relationships** |
| Directors and Senior Officers within YPO, of lead authority, member authorities and across collaborative procurement partners.Government departments, public bodies, purchasing institutions, suppliers, customers.Extensive work with procurement and contracting staff.Extensive external relationships with suppliers and trade bodies. |
| **8. Knowledge, Skills and Experience**  |
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| **Area** | **Essential** | **Desirable** | **Assessment** |
| **Knowledge** |
| Relevant Degree or equivalent through demonstrable professional experience in a similar role | X |  | Application/Interview |
| Other professional or management/leadership qualification at a senior level |  | X | Interview |
| In-depth knowledge of creating a customer focused service culture | X |  | Interview |
| Knowledge and understanding of Public Procurement regulations | X |  | Application/Interview |
| Extensive in-depth knowledge of the Public Sector Market  | X |  | Application/Interview |
| **Skills** |
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| Ability to grow a business area in a semi-autonomous structure | X |  | Interview |
| Proven ability to develop and implement effective systems of performance management and measurement | X |  | Interview |
| Proven ability to build effective teams and relationships, which are not limited by organisational boundaries and hierarchies | X |  | Interview |
| Effective communication and interpersonal skills, with the ability to communicate appropriate to the audience | X |  | Interview |
| The ability to apply commercial business thinking when considering the organisation’s issues, concerns and deliverables | X |  | Interview |
| Ability to build, work and maintain effective relationships with Board Directors, key partners, service providers, stakeholders and YPO customers | X |  | Interview |
| The ability to think and act strategically, to link short and long-term visions to daily activities | X |  | Interview |
| **Experience** |  |  |  |
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| Demonstrable evidence of successful achievement at a senior management level in a large complex organisation, along with developing a positive culture of continuous improvement  | X |  | Interview |
| Significant experience of the development and delivery of service plans ensuring departmental objectives are aligned to organisational strategic objectives | X |  | Interview |
| Experience of public procurement legislation and managing formal/legal disputes. | X |  | Application/Interview |
| Proven contribution to the development of organisational business plans | X |  | Interview |
| Responsibility for managing highly complex procurement projects. | X |  | Application/Interview |
| Experience of successfully managing and developing staff to harness the strengths and talents of colleagues at all levels | X |  | Application |

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| **9. Special Features** |
| The post will require someone with a high degree of motivation and management skills to ensure that the services are managed to the required standard. Failure to do so would have a significant impact on the reputation of YPO as a procurement organisation and specialist education supplier. Specifically, the role will require a high level of ability and knowledge to provide advice and guidance to YPO Board members. |
| **Jobholder Signature:** |  |
| **Manager Signature:** |  |
| **Date:** |  |