

Job Description



Job Title:	STRATEGIC PROCUREMENT CONSULTANT
Reports to:	PRINCIPAL PROCUREMENT CONSULTANT
Grade:	Grade 14
Date:	August 2024

1. Job Purpose

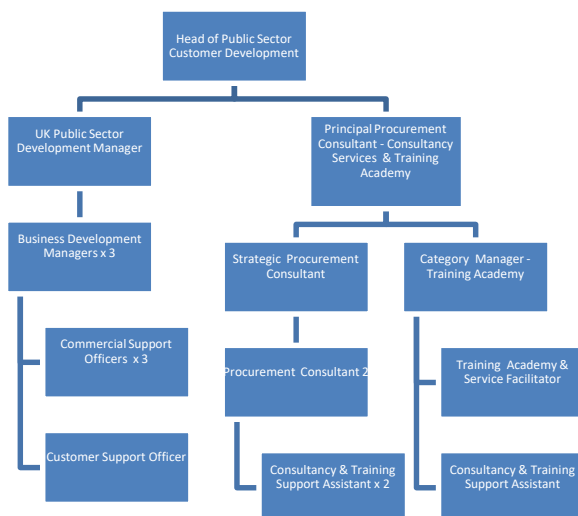
Reporting to the Principal Procurement Consultant, this role is key to driving the development and growth of YPO's Consultancy Services and the development of strategic client relationships. The postholder will lead the client solution on selected projects whilst supporting the consultancy team on other client project delivery.

The role will be responsible for developing Consultancy Services at YPO providing proactive and customer focused engagement. The primary goal is to identify and deliver opportunities to grow revenues by engaging effectively with existing and new clients exploring and securing new business, whilst providing a positive experience to the client.

The role will be central to driving project customer focused delivery, ensuring that solutions are compliant with UK legislation and procurement regulations and in line with the client's own internal procurement policy and procedures.

The role will require a high level of collaboration internally with other YPO departments and with senior leadership colleagues to ensure that new opportunities, learning, and best practice are maximised as part of a process of ongoing continuous improvement.

2. Organisational Structure



3. Dimensions

The role will be based at YPO in Wakefield however delivery of the consultancy projects could be from the customer base as required.

Responsible for developing innovative solutions for customers of varying complexity from full managed end to end, high complexity needs, to lower complexity support requirements.

Understanding of the market(s) and using commercial judgement to formulate a competitive/value for money commercial proposition for the customer whilst still looking to achieve YPO's revenue and profitability targets.

Responsible for ensuring that solutions developed conform to procurement regulations, the customer's own Contract Procedure Rules and constitution whilst applying a logical and consistent charging methodology and model.

The need to act with pace and momentum to ensure that market opportunities are fully exploited. To be agile and act flexibility and with creativity to generate a solution in the required timescales for customers.

Ensure that team members are delivering against the targets as set out in the procurement project charter, containing key targets, and required outputs via ongoing support and supervision.

Lead, manage, coach and mentor Consultancy Leads and consultancy Administration Assistants to ensure successful outcomes are achieved, which includes effective client engagement and delivery against expectations.

Lead engagement with the wider procurement services team to drive maximum benefit from internal expertise and knowledge and to ensure cohesive procurement solutions are developed and implemented.

Work with the Business Intelligence and Data teams to develop appropriate reports and continuously enhance data as required to aid delivery of the required client project.

4. Principal Accountabilities

1. Leadership and Strategy

- Ensure that the customer solutions are aligned to the overall YPO procurement strategy, Customer procurement strategy, business plan and values.
- Drive a culture of continuous improvement and development within the team.
- To act as a YPO manager and actively contribute to strategic and operational issues and challenges both within YPO and within customer organisations.

2. Customer Engagement & Business Development

- Build strategic relationships with customers to develop growth opportunities and key links with the procurement category teams.
- Lead the delivery of high-quality service levels that both meet customer expectations and YPO's, revenue and profitability targets.
- Communicate the YPO procurement services offering to key customers and to identify and manage opportunities for continued development and growth across all areas.
- Lead on strategic consultancy work and deliver against customer targets.

3. Relationship Management

- Maintain key strategic relationships with public sector partners, fostering YPO's reputation for procurement excellence and customer service at the highest levels within the customer organisations.
- Lead the management of work with customers and internal stakeholders to understand requirements and develop suitable solutions ensuring effective and economic use of resources, systems, and processes.
- Be responsible for relationship management and customer project delivery targets.

4. Leadership and Team Development

- Develop and encourage a talent profile that ensures YPO has the best procurement knowledge, skills, and experience possible.
- To lead and support the Consultancy Leads and Support Assistant in the end-to-end operational delivery across a range of procurement and commercial client led solutions.
- Demonstrate the YPO values & ways of working, which support the business strategy and meet customer needs and expectations.
- Develop training to meet customer requirements in conjunction with the Procurement Academy.

5. Departmental Strategy and Performance

- Support the ongoing development of the consultancy and training services through innovation, market opportunities, and customer awareness and need.
- Create innovation solutions for customers that will also help to inform the category strategies within YPO's Procurement Services Team.
- Work with category teams to establish category management approaches that meet customer requirements for now and in the future.
- Effectively manage resource conflicts and complex issues arising from procurement initiatives.
- To lead the work with clients and internal stakeholders to understand requirements and develop suitable solutions ensuring effective use of resources, systems, and processes.
- To lead and/or support the delivery of specific procurement projects as part of the consultancy services team.

6. Financial Oversight and Collaboration

- Embed the Growth Strategy across relevant teams in the organisation to ensure financial targets are met.
- Support the design of commercial packages to suit the customer requirement and budget that leads to a Return On Investment.
- Proactively engage with current and potential customers to understand their efficiency plans to ensure future services meet the needs of the customer plans.
- To forecast and manage financial performance and achieve agreed revenue and profit targets.

7. Strategic Contribution, Compliance and People Management

- Take an active part in the public sector and wider world, building knowledge and using this to develop proactive growth strategies, tools and ideas that benefit YPO customers.
- 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 Communications

- Foster strong working relationships across the organisation and with key customers, consultants and suppliers, facilitating effective communication of YPO's strategies and objectives.
- Work with customers to plan and deliver consultancy and training and to communicate clearly with the customer on all aspects of relevant procurement delivery.

9. Continuous Learning and Service Excellence

- Stay up to date 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.
- Design training resources to ensure it meets customer and supplier needs whilst having a commercial focus.

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 post holder will:

- Take full responsibility for the planning, organising and delivery of assigned client-led programmes of work, including procurement delivery.
- Lead extensive internal and external stakeholder engagement to agree and understand timings, financial constraints, subject matter expert support and expected end outputs.
- Conduct detailed analysis and monitoring to track performance against defined internal objectives and client expectations.
- Be responsible for the production of accurate and timely reporting for both internal and external use.
- Provide updates to YPO senior management as required including preparation and presenting at appropriate forums.

6. Decision Making

- Support senior management in the assessment and decision-making process regarding the development of the service to meet short, medium, and long-term goals and to ensure internal objectives are achieved and clients' needs are met.
- Support senior management in the assessment and decision-making process regarding new and existing client opportunities.
- The role has responsibility for the day-to-day management, coaching and mentoring of a team of four internally and any external appointed contractors.
- Responsible for and converting opportunities that will deliver total revenues (fees and rebates) that meet the organisational targets of £1.1m to £1.6m over a three-year period.
- As part of the overall achievement of income targets, specifically deliver circa £200k to £950k rebate income over a three-year period.
- Make decisions as to the best bespoke solution for allocated projects ensuring compliance with Public Sector Regulations and the client's policies and procedures.
- Advising customers of appropriate project budgets and subsequently managing the project to budget or better.

7. Internal and External Relationships

- Public Sector client base – both principal stakeholders and project-based contacts.
- Other external relationships - with agencies, contractors, and suppliers.
- Senior Officers within YPO - senior leadership team and executive directors.
- Other Internal relationships – Business Intelligence & Data, Marketing & Communications, Procurement Services, Human Resources and Contracts & Governance teams.
- Founder member councils – Head of Procurement and Finance Directors and associated forums.

8. Knowledge, Skills, and Experience

Area	Essential	Desirable	Assessment
Knowledge			
Full member or studying towards being a member of the chartered institute of purchasing and supply (CIPS) having achieved level 5, or appropriate relevant experience.	x		Application Form/Interview
In depth understanding of UK public sector procurement legislation, and the current social, economic, legislative, and political environment in which they operate.	x		Application Form/Interview
In depth knowledge of the market, understanding of the challenges that are faced by the sector.	x		Interview
Talent development providing support, coaching, mentoring and succession planning.	x		Application Form/Interview
Skills			
Ability to lead the building and ongoing development of effective relationships with both key internal and external stakeholders.	x		Interview
Excellent commercial awareness & understanding.	x		Interview
Strong leadership skills – ability to inspire team members and to provide clear direction and vision.	x		Interview
Well-developed relationship management, stakeholder engagement and influencing skills at all levels.	x		Interview

Good presentation and public speaking skills with the ability to address large and small audiences at all levels.	x		Interview
Ability to analyse and understand data and draw conclusions/establish appropriate course of action.	x		Application Form/Interview
A positive team working outlook with an appetite for creating and delivering against client expectations and needs.	x		Application Form/Interview
Experience			
Evidence of high-level performance and achievement at management level in a large complex organisation.	x		Application Form/Interview.
Significant experience in a senior procurement role.	x		Application Form/Interview.
Extensive experience of working in the UK public sector.	x		Application Form/Interview.
Experience of working in a consultancy environment.		x	Application Form/Interview.
Experience of working in a membership organisation.		x	Application Form/Interview.
Experience of working in a dynamic environment and leading business development and change.	x		Application Form/Interview.

9. Special Features

A full driving license would be an advantage.

Jobholder Signature:

Manager Signature:

Date: