

ROLE PROFILE

Job Title:	Reports to:	Department:	Team:	Grade:
Procurement Officer	Head of Procurement	Procurement	Procurement	E

<p>Job Purpose:</p> <p>Leading associated sourcing activities, ensuring efficient and effective contracts are established which deliver best value, drive performance and achieve the required quality to support the aims and objectives of the Your Housing Group.</p> <p>Managing several procurement categories, based on the Group’s approach to procurement.</p>	<p>Competencies:</p> <ul style="list-style-type: none"> • Passion • Pride • Creativity • Accountability
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Key Responsibilities:

1. Responsible for the delivery of projects on the procurement pipeline, including: ensuring contracts are procured well-ahead of expiry, ensuring compliance with the PCR 2015, ensuring compliance with the Group's Operational Standing Orders (OSOs), ensuring savings are identified and realised, ensuring contract documentation is signed and recorded on the Group Contract Register and ensuring any procurement projects managed are delivered to timeframes agreed with stakeholders.
2. Responsible for carrying out spend analysis to identify opportunities for savings in collaboration with internal stakeholders and subsequently track and report actual savings.
3. Accountable for identifying opportunities for consolidation, to leverage maximum value from the total Group spend, and monitor corresponding spend to minimise leakage against Group contracts and frameworks.
4. Lead cross functional teams to manage the procurement and evaluation processes within area of responsibility, to ensure best value and the required level of service, and quality are achieved.
5. Responsible for developing a procurement strategy for each project, and develop and maintain a forward work plan, based on the Saving Opportunity assessment.
6. Lead the end to end tender process, and any subsequent negotiation, to ensure optimum contractual arrangements are established with suppliers in accordance with relevant UK Legislation. Responsible for the preparation of all necessary sourcing and contract documents to provide a robust audit trail. Ensure consideration relating to Health & Safety, equality and diversity and safeguarding are factored into the tender documents.
7. Within the scope of procurement responsibility, ensure that specification requirements are fully considered and market informed, where possible, establishing standard products for the Group.
8. Ensure supplier performance management is embedded in appropriate contracts to promote a continuous improvement culture and manage regular contract review meetings with suppliers in accordance with agreed Key Performance Indicators/Service Level Agreements.
9. Ensure social value is considered in all relevant procurement activities.
10. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of UK Procurement Legislation • Good working knowledge of contract law 	
Skills	<ul style="list-style-type: none"> • Strong negotiation skills • Excellent communication skills, both written and verbal • Ability to work to and achieve deadlines • Self-starter, ability to work well under own initiative in a remote environment • Excellent attention to detail 	
Experience	<ul style="list-style-type: none"> • Procurement experience with a wide coverage of categories • Experience of working in a complex and changing environment • Experience of supplier selection, negotiation and contract management, delivering cost savings and process efficiencies. 	
Qualifications/Education	<ul style="list-style-type: none"> • GCSE Maths and English (or equivalent) 	<ul style="list-style-type: none"> • Educated to a degree standard or similar level of qualification • Member of CIPS (Chartered Institute of Procurement & Supply) or equivalent or working towards

People Management Responsibility?	No line management responsibility
Budgetary Responsibility?	No budgetary responsibility
Key Relationships (internal/external)	Group Directors, Heads of Service and Executive Leadership Team, and contract managers externally
<p>Safeguarding of Children Young people and Vulnerable Adults Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.</p>	

<p>Key Role Performance Indicators</p> <ol style="list-style-type: none"> 1. All procurement processes to be carried out in line with YHG Operational Standing Orders and Public Contracts Regulations (2015) - 100% 2. YHG Procurement regulations to be followed for low, medium and high spend procurements – 100% 3. All Contracts over £25k to be put on Contracts Register – 100% 4. All contracts to be monitored in line with the Contract Management Procedure and minuted – 100% 5. All tenders to be completed as per timescales outlined in forward tender plan – 100% 6. Contribute to team savings as outlined in savings tracker – 100%

Date Role Profile Created/Updated:	September 2021
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