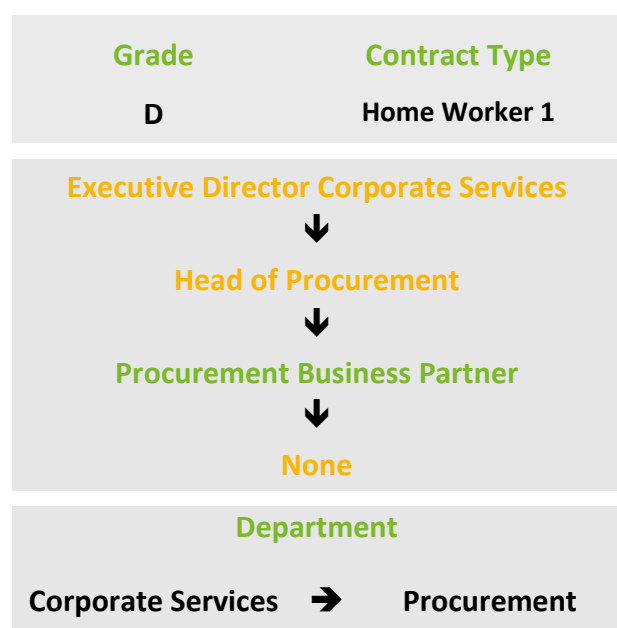


ROLE PROFILE

Procurement Business Partner



Role Overview

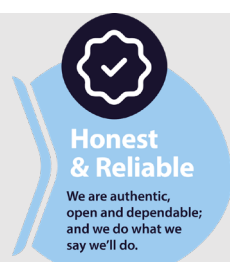
Procurement Business Partner will collaborate and work closely with internal stakeholders and external suppliers to manage and deliver procurement activity to deadlines to support the Corporate Plan.

Manage and deliver procurement and sourcing projects in line with YHG's procurement procedures, to achieve value for money and contract compliance.

RESPONSIBILITIES

- Business partnering with key stakeholders across Group Departments and Teams to effectively plan, prepare and deliver procurement activity to support the delivery of the Corporate Plan
- Develop and maintain a pipeline of procurement activity across those areas and manage the relevant projects to deliver in good time
- Develop robust procurement strategies for contracts and commodities, including using market knowledge and intelligence to inform the best approach for sourcing the relevant market
- Delivery of end-to-end procurement activity including running and managing tenders and other sourcing activities, leading cross functional teams, and managing projects to timeframes
- Putting in place robust and compliant contracts, with relevant terms and conditions to manage contract risks
- Handover of contracts to stakeholders and embed management and KPI monitoring in line with Group contract management procedures
- Delivering value for money in procurement activity including social value, added value and ESG considerations
- Conducting spend analysis to identify savings opportunities and work with stakeholders to ensure contract compliance and prevent leakage
- Carrying out supplier and market reviews including desktop analysis and meeting with suppliers
- Building and developing relationships with stakeholders at various levels across the Group with effective communication of procurement support and activity
- Undertake additional duties appropriate to the role and/or grade.

Our values



Through our **passion** for housing, more **people** have a **safe** place to call **home**

STRENGTHS

- ✓ Ability to run effective procurement and sourcing activities that deliver commercial results
- ✓ Time management skills, managing own work and projects to deadlines in a planned manner
- ✓ Excellent communication skills, written and verbal, able to present clear and concise information to staff at all levels gaining buy in and support
- ✓ High level of integrity and resilience

ESSENTIAL REQUIREMENTS

- ✓ Demonstrable experience of running, managing and delivering procurement and sourcing activity
- ✓ Ability to use a range of communication methods and build strong collaborative relationships with stakeholders
- ✓ MCIPS Qualification or studying towards
- ✓ Experience and ability to manage and deliver procurement projects to deadlines, with excellent time management and organisational skills
- ✓ Strong commercial acumen including achieving value for money, cost savings and added value from contract and procurement activity

BENEFICIAL TO THE ROLE

- ✓ Experience of the procurement of construction and works contracts
- ✓ Experience of running procurements under the Public Contracts Regulations 2015 and/or the Procurement Act 2023
- ✓ Social housing or other public sector procurement experience
- ✓ Experience of using model forms of contract, service level agreements and other contract terms and conditions
- ✓ Full UK Driving License & use of a vehicle