

# Procurement Officer



**Role Overview**

Procurement Officer will work closely with the Procurement Business Partners, the Head of Procurement, internal stakeholders, and external suppliers to assist with high value procurement, manage and deliver low and intermediate value procurement to support the Corporate Plan.

Assist, manage and deliver procurement projects in line with YHG’s procedures, to achieve value for money and contract compliance.

## RESPONSIBILITIES

- Support and assist the Head of Procurement and Procurement Business Partners to deliver the Group’s procurement pipeline.
- Lead on the delivery of end-to end low to intermediate value procurement projects including running and managing tenders, requests for quotation and mini-competitions.
- Ensuring the Group complies with the Procurement Act 2023, and where appropriate the Public Contracts Regulations 2015, in its procurement and contract management activity.
- Developing and writing procurement strategies and contract award reports, including obtaining necessary approvals.
- Contract administration including the preparation of contract documentation, facilitating the signature process and compliant storage of contract documentation.
- Management of the Group’s communal procurement email box and correspondence.
- Securing and recording savings and social value from contracts and suppliers.
- Supporting and facilitating procurement team administration and reporting.
- Raising purchase orders and Group ordering in a compliant and timely manner.
- Undertake additional duties appropriate to the role and/or grade.

**Our values**



**Honest & Reliable**

We are authentic, open and dependable; and we do what we say we'll do.



**Caring**

We show kindness and consideration to our customers and each other.



**Respectful & Fair**

We listen to people, and strive for equity and inclusivity in all that we do.

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

## STRENGTHS

- ✓ Project management skills
- ✓ Stakeholder management skills
- ✓ Organisational skills
- ✓ Communication skills
- ✓ Time management skills
- ✓ Integrity and resilience

## ESSENTIAL REQUIREMENTS

- ✓ Experience of buying, tendering and/or procurement activity.
- ✓ Computer literacy including use of Microsoft suite of products, procurement and finance software.
- ✓ Ability to manage multiple projects.
- ✓ Organisation and time management to meet tight deadlines and handle competing priorities
- ✓ Good communication skills across a range of stakeholders and levels.
- ✓ Analytical thinking and attention to detail.

## BENEFICIAL TO THE ROLE

- ✓ Experience of UK public sector procurement including under the Public Contracts Regulations 2015 and the Procurement Act 2023
- ✓ CIPS Level 4 or higher/equivalent or working towards
- ✓ Social housing or other public sector procurement experience
- ✓ Full UK Driving License & use of a vehicle
- ✓ Experience of using model forms of contract, service level agreements and other contract terms and conditions