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| **Job Title:** | **Executive Director - Procurement** |
| **Reports to:** | Managing Director |
| **Grade:** | Director |
| **Date:** | Reviewed July 2023 |

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| **1. Job Purpose** | |
| Responsible for overseeing the organisations daily business activities in relation to Procurement and management of product and service-related life cycles for the business for public sector frameworks and education.  To lead the strategic direction of the organisation in their allocated business areas.  To act as a member of the YPO Board, leading the organisation in the implementation of the organisational procurement strategy meeting the needs of local authority shareholders.  To represent the organisation at a senior level with customers, suppliers, partners, shareholder authorities and stakeholders.  Through effective communication inspire, motivate, lead and develop the workforce so that they have a real sense of ownership of its ambitions, encouraging cross service working, continual improvements in service delivery and a clear focus on agreed priorities.  Lead on appropriate and proportionate governance arangements to ensure compliance with legal and regulatory requirements, public accountability and scrutiny of all decision making processes. | |
| **2. Organisational Structure** | |
| Each Executive Director has the operational responsibility for the services allocated to them. The areas of responsibility are subject to change depending on strategic priorities, capacity and the functional specialisms of the Directors in post.  There are currently nine operational leads:   * Head of Finance * Head of Education * Head of Trading * Head of Procurement * Head of Marketing and Digital * Head of HR & People Services * Head of Business Change & Business Intelligence * Head of Logistics * Head of Technology | |
| **3. Principle Accountabilities** | |
| **Procurement Specific Accountabilities**  Accountable for the strategic lead for sourcing, negotiation, contract management and supplier relationship management of all high-quality products and services for the business to support the 3–5-year business plan.  Accountable for driving business performance by ensuring appropriate rigour and review of performance, identify, manage and mitigate the procurement, commercial and operational risks and opportunities facing the business.  Leading the Procurement Division’s annual budget process, working closely with the Finance Director to ensure procurement maximises potential growth of the existing businesses according to the external environment/potential effect of changes to the market.  Leading the procurement and trading functions to provide timely, accurate & compliant procurement of all high-quality products and services to support the framework and education strategies for the business including the overall YPO purpose to “help the public sector achieve the best possible value when buying high-quality products and services”.  Leading and maintaining knowledge on market sector supply chain intelligence and government regulations to meet and support business needs and execute any necessary step change required in this area.  **Generic Accountabilities**  Bring thought leadership and professional insight to the full Board and contribute on all wider matters beyond the numbers to ensure successful delivery of wider business objectives.  Communicate effectively & appropriately to all levels in the organisation to align across strategy & delivery in an engaging and inspiring way.  The establishment and maintenance of a high performing team and best practice processes to provide the organisation with excellent technical capabilities for long-term growth.  To represent and promote the organisation with shareholders, suppliers, partners, customers and broader public sector stakeholders to develop the reputation and standing of YPO.  To advise the Managing Director and shareholders on the development and implementation of strategies and policies to enhance sustainable business growth.  To ensure that the procurement of all goods and services is carried out in such a way as to be UK compliant, where required and that the organisation obtains best value, in line with the standing orders and best practice.  As a YPO Board director, ensure that effective systems are in place to manage, develop, monitor, evaluate and review performance across the organisation to deliver agreed targets and service standards, on time and within budget.  Monitor and assess business trends and the competitive environment and respond to ensure the continued success of the YPO.  Effectively lead and manage the capacity and performance of the senior team through proactive review of performance targets and standards, to ensure they achieve strategic aims and service plans.  Ensure that all areas are compliant with good corporate governance and meet UK legislative requirements.  As a Director of YPO Procurement Holdings Ltd and subsidiaries, actively contribute to the successful development and commercial growth of these businesses.  To develop strategic operating plans that reflect the longer-term objectives and priorities established by the Board. | |
| **4. Planning and Organising** | |
| * The role will lead the strategic procurement for YPO over a three to five-year horizon. * It will also have responsibility for underpinning annual business plans, and be accountable for their resourcing, performance and delivery targets. * It will be responsible for the effective delivery of operational projects and programmes including change programmes on time and within budget. | |
| **5. Decision Making** | |
| * In conjunction with the Board and the Management Committee contribute to the strategic decision making of the organisation to ensure the long-term success of YPO over the next ten years. * Provide the professional insight, judgement and collaborative leadership capability to enable effective decision making, sustainable growth and increased value to YPO shareholders. | |
| **6. Internal and External Relationships** | |
| * Local Authority Shareholders * Leadership teams within shareholder authorities * Chief Executive Officers * Legal Advisors * Government Departments e.g. MHCLG, DFE * Broader public sector stakeholders, suppliers, partners and customers * Strategic business partners | |
| **7. Knowledge, Skills and Experience** | |
| |  |  |  |  | | --- | --- | --- | --- | | **Area** | **Essential** | **Desirable** | **Assessment** | | **Knowledge** | | | | | Educated to degree level or equivalent through relevant experience | X |  | Application | | Excellent knowledge of procurement, supplier relationships and supply chain | X |  | Application / interview / assessment | | Member of CIPS, the Chartered Institute of Procurement & Supply qualification. | X |  | Application | | CIPS Level 6 Professional Diploma in Procurement and Supply and / or equivalent in experience | X |  | Application | | Evidence of commitment towards continuing personal and professional development | X |  | Application | | Excellent understanding of public sector procurement and the education and broader public sector supplies market. |  | X | Application / interview / assessment | | **Skills** | | | | | Excellent leadership skills, with an open and encouraging management style | X |  | Interview | | Excellent influencing and negotiation skills | X |  | Interview | | Leadership agility to manage competing priorities and multiple deadlines | X |  | Interview | | An advanced ability to anticipate problems and develop appropriate solutions. | X |  | Interview | | A degree of political sensitivity, understanding and responding to the implications of working within a political and democratically accountable organisation. |  | X | Interview | | Strong commercial acumen | x |  | Interview | | Ability and judgement to ensure effective probity and governance | x |  | Application / interview / assessment | | **Experience** | | | | | Evidence of success in senior leadership roles with significant strategic responsibility. | X |  | Application / interview / assessment | | Proven ability to build effective teams and relationships, which are not limited by service area boundaries or hierarchies. | X |  | Interview | | Demonstrable achievement and understanding of equality and diversity in employment and service delivery within a comparable organisation. | X |  | Application / interview / assessment | | Proven experience of reviewing and monitoring the performance of services, budgets, teams and individuals against standards and outcome targets. | X |  | Application / Interview / assessment | | |
| **8. Special Features** | |
| A collaborative leadership style with the ability to contribute effectively across the business and outside your sphere of expertise. | |
| **Jobholder Signature:** |  |
| **Manager Signature:** |  |
| **Date:** |  |