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| cid:image003.png@01D2932A.1F9825A0 | **ROLE PROFILE** |
| Business Services Buyer |
| **Reports to:** | Senior Manager – Business Services Procurement |
| **Grade:** | Professional / Technical | **Job Family:**  | Procurement |
| **Leadership Responsibility:** | Direct Reports: | 0 | Indirect Reports: | 0 | **Regulatory Information:**  | Not Applicable |
| **Location:** | Coventry Area | Working hours: | 35 |
| **ABOUT THE ROLE**  |
| The Society’s Procurement Function is responsible for ensuring the Society’s requirements are met through its procurement of goods and services, ensuring value for money is achieved and risks appropriately identified and mitigated. This role is with our Business Service Procurement team. You will provide support to the management of procurement activities across all areas of Business Services spend within the Society. Working with the Business Services Procurement Managers, you will be responsible for sourcing negotiations which maximise value and innovation for our Members whilst minimising risk. Collaboratively with stakeholders across the Society ensure that best value solutions are commissioned through a consistent and transparent process in line with the Society’s Policies. You will lead the Society’s negotiations on low/mid value opportunities. This though is a key role in our succession plan and as such you should have the talent to stretch to being a Procurement Manager of the future. To facilitate this you will, acting at the direct of the Business Services Procurement Managers take the lead for developing category strategies in lower value parts of the portfolio.  |
| **ABOUT YOU**  |
| You will be educated to A level standard, or equivalent professional qualification (CIPS desirable) or relevant business experience. Strong knowledge of commercial models and approaches/techniques necessary to achieve best in class sourcing deals together with a solid knowledge of the markets which make up Business Services would be necessary. Particularly you should have a detailed understanding of the customer journey and how to continually improve service as a key differentiator in the market.With a minimum two years’ experience in Business Services Procurement, you should have:• Financial services sector experience.• Proven track record in negotiating commercial arrangements with suppliers.• Experience of successfully running RFx processes to deliver pre agreed goals.• Experience in specification development. • Strong negotiator and ability to develop relevant negotiation strategies.• Strong analytical skills with a measured approach to decision making.• Competent in developing evaluation methodologies.• Able to operate and communicate effectively within own peer group, senior colleagues within the Society and 3rd party suppliers.• Able to work effectively as part of a team.• Able to work on own and manage high level of work through to completion.* Demonstrable experience of having successfully drafted contracts and associated Schedules of legal Agreements.

• Enthusiastic team player and highly customer focused.• Focused on cost reduction and efficiency improvements to increase Member Value.• Able to operate under pressure and to meet tight and demanding deadlines.• Experienced in delivering change.• Problem solving skills.• Strong report writing and presentation skills.• Mentally robust, flexible and Resilient.• Highly PC literate across the MS Office suite. |

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| **REQUIREMENTS:** * At the direction of the Senior Procurement Manager, you will be responsible for contract reviews and Sourcing activity, utilising the Society’s processes, including developing, issuing and scoring RFx as required to ensure that, the Society secures value in the marketplace.
* You will have the required skills to draft contracts and appropriate schedules using a suite of approved templates/clauses.
* Benchmarking and negotiation of existing supply chain contracts. Ensuring best value is

 achieved and offering alternative solutions where switching to best value providers is appropriate. * Ensure that the Sustainability of options is fully assessed and factored into selection decisions.
* Develop optimum routes to market based on market developments and business requirements.
* Develop clear service specification documents that enable best service provision fit
* Understand the cost drivers and value levers when formatting specifications ensuring the Total Cost of Ownership is fully understood and a central part of Procurement activity.
* Ensure compliance with Procurement processes, only stepping out of these when authorised to do so. Regularly feedback suggestions for process improvements, driving a culture of continuous improvement.
* Identify, manage and mitigate commercial and supply chain risk, ensuring effective due diligence is completed prior to contract signature with evidence appropriate stored.
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| **YOUR KEY RESPONSIBILITIES**. (Additional detailed performance objectives will be set by your manager) |
| **General Profile** | * Develop routes to market for low/mid value Business Services spend
* Contribute to the development of wider Category Plans within Business Services.
* Ensure Improved Member Value is delivered in a sustainable way.
* Assertive and confident, while remaining respectful.
* Able to challenge the status quo, with constructive feedback and proven track record.
* Dynamic, passionate and energetic.
* Self-starter with the ability to hit the ground running.
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| **People & Relationships** | * Influences successfully across the Society up to Functional Leader level.
* Be passionate about Procurement and the Value we can grow for our Members – act as an evangelist when meeting colleagues across the Society.
* Builds strong and credible relationships with stakeholders, highlighting opportunities in an easy to understand way
* Constructively challenges colleagues and suppliers in a fair and balanced way
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| **Governance, Risk & Controls** | * Comfortable operating in a Regulated environment
* Follow Procurement Process, ensure effective due diligence on supplier proposals
* Make recommendations where you feel processes within the team could be improved and productivity enhanced.
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| **Impact, Scale & Influence** | * Our supply chain spend is a key component of the Society’s cost base. Through your work influence options to gain better value for Members.
* Strong negotiation skills and power of persuasion.
* Ability to influence diverse stakeholder group with competing priorities.
* Tenacious with a can-do attitude.
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| **Decision Making / Problem Solving**  | * Given the breadth of activity there will be a need to manage time effectively and prioritise work appropriately.
* Analytical and fact based approach to decision making.
* Ability to quickly grasp problems and provide innovative solutions.
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| **Comparable Roles** | Any other Procurement Buyer roles |