



# Yorkshire Housing Role Profile

<b>Job title:</b>	Procurement Projects Apprentice (Higher Level)	<b>Leader of others:</b>	No
<b>Reports to:</b>	Senior Procurement Manager	<b>Contract type:</b>	Agile Homeworking
<b>Business Area</b>	Procurement	<b>Car Allowance:</b>	No
<b>Budget holder?</b>	No	<b>DBS Required:</b>	No

## Job purpose

The role will be responsible for delivering an effective commercial and procurement service, supporting managers and colleagues across the organisation to deliver effective end to end procurement processes for all in scope procurement activity.

You'll deliver a procurement programme to agreed timescales and budget, working collaboratively with colleagues across the organisation.

The role will support specific business areas across Yorkshire Housing, which will include Customer Success, Home and Places, Investment, Development, Assets, Finance, Governance, Technology and People.

You will support the procurement team on all aspects of procurement and contract management across Yorkshire Housing, working closely with business managers procuring around £100m of spend each year making sure that a variety of contracts are properly procured and managed.

## Key responsibilities

- Contribute to, and where appropriate manage, all stages of the procurement process, within the portfolio of work, collaborating with stakeholders.
- Identify and mitigate compliance risks to procurement processes
- Maintain YH procurement and contract management procedures, and provide on-going assurance on their usage across the business.
- Manage suppliers and stakeholders to ensure successful contractual delivery of purchased goods and services and take appropriate actions to address any shortfalls or excess in the assigned portfolio.
- Manage, advise and coach stakeholders on procurement processes, techniques and policies, procedures to ensure compliance with legal requirements, and to drive the best possible outcomes for the organisation.
- Deliver targeted management information to your stakeholder groups.

- Develop strong internal relationships within procurement and wider organisation.
- Contribute to the formulation of procurement category strategies for the assigned portfolio of work.
- Undertake supply market and supplier analysis to identify procurement opportunities and risks to inform the sourcing strategies
- Support stakeholders with contract management, including commercial relationships with supplier and contractors.
- Undertake a total cost ownership analysis to ensure overall value is delivered over the contract term
- Undertake analysis of spend and review contracts and supplier performance to ensure objectives are being achieved and maintained now and in the future
- Contribute to the negotiation of the terms and conditions of the 3rd party supply.
- Ensure accurate and up to date contractual information is maintained within the organisation's guidelines
- Monitor supplier performance and escalate if required
- Manage the new supplier set up and assurance process
- Maintain and update the Yorkshire Housing internal and external websites
- Manage the internal and external procurement updates, news, and communications
- Manage corporate contracts owned by the Procurement Team
- Maintain the operational risk and opportunity register i.e. Contracts Register and Procurement Plan in collaboration with stakeholders.

As you can imagine, the above might not be all you'll be responsible for in role so you might be asked to take on some other key responsibilities if they're suitable for your role.

## What you'll bring to the role

### The main things:

- 5 GCSE's at grade C/4 or above including English and Maths
- 3 A Levels or equivalent at Grade D or above /Skilled in the use of a range of MS applications such as Word, Excel, Access, PowerPoint
- Substantial negotiating and conflict management skills
- Ability to work on own initiative and within a team
- Enthusiastic about and open to change
- An appreciation of, and commitment to, equality and diversity in all aspects of the organisation's activities
- Commercially aware with an ability to solve problems
- Excellent communication and interpersonal skills
- Highly numerate, strong analytical skills and ability to provide meaningful business insight
- Ability to make the most of technology and data, including analysing large data sets
- Excellent attention to detail with the ability to work under pressure, deliver to strict deadlines and manage conflicting priorities
- Eagerness to develop own skills and adapt to change.
- Personal values and approach that align with YH's values
- Ability to work flexibly in line with Hub, Home and Roam principles.
- An understanding of Equality, Diversity and Inclusivity and how this is applied through our service to customers and colleagues.

### It would be a bonus if you have:

- Experience of working within procurement and supply chain in the public sector
- Knowledge of procurement regulations applicable to the social housing sector
- Contract management
- Planning and delivering projects within agreed timescales
- Successful stakeholder management
- Writing reports and presentations
- Willingness to work towards a professional procurement and supply chain qualification (e.g. CIPS)
- Degree or equivalent in Business, Law or Finance

#### **Our values:**

Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.

**Create trust** • Do the right thing, not the easy thing • Be honest and open • Do what you say.

**Be curious** • Think differently • Ask questions • Keep learning.

**Make it happen** • Own it • Do it • Be empowered.

**Achieve impact** • Do things that matter • Deliver results • Show pride and passion.

**Have fun** • Enjoy work • Be yourself • Stay connected.

We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.

**Date Role Profile last reviewed:**

February 2025