Role Profile

Role Title: Procurement Partner

Company: Aster Group Group Services
Directorate: Growth and Assurance
Department/Team: Procurement
Reports To: Senior Procurement Business Partner
Direct Reports: None
Agile Worker Category: Hybrid
Dimensions (budget, people span of control): no budgetary responsibility, no line management responsibility.

Last updated: March 2025

Role Purpose

The Procurement Partner supports the development and delivery of Aster Group's procurement function. This is achieved through support, influence, and contribution to the operational performance of the business.

The role is key to promoting and driving commercial excellence by ensuring a highly effective procurement service that aligns with the organisation's priorities and objectives. The role delivers value by operating within a robust framework spanning the procurement cycle focused on performance, assurance, and continuous improvement.

Key Accountabilities

- Support the creation and implementation of category strategies.
- Proactively engage and collaborate with stakeholders to understand their needs and provide procurement support and guidance.
- Manage procurement activities, including strategy development, tendering, contract management, and supplier relationship management.
- Monitor market trends and conduct analysis to identify and implement opportunities.
- Ensure compliance with procurement policies, procedures, and relevant legislation.
- Support the negotiation of contracts and agreements with suppliers to secure favourable terms and conditions.
- Develop and maintain relationships with key suppliers and stakeholders.
- Report on procurement performance, including savings achieved, supplier performance, and compliance.

Complexity

The role involves managing procurement activities, requiring thorough analysis, strategic thinking, and the application of procurement knowledge and experience. The Procurement Partner will encounter a range of challenges, including managing stakeholder expectations, negotiating with suppliers, and ensuring compliance with procurement regulations.

Impact

The Procurement Partner's decisions and actions have an impact on business financial performance, operational efficiency, and risk management. The role is responsible for delivering cost savings, ensuring value for money, and supporting the achievement of strategic priorities and objectives.

Influence

The role requires strong communication and interpersonal skills to build and maintain relationships with stakeholders, including senior management, customers, and suppliers. The Procurement Partner must be able to effectively influence, persuade others and support negotiations.

Resources Management

The Procurement Partner is responsible for ensuring the effective management of internal and external stakeholder relationships. The role also involves managing procurement systems and tools, ensuring they are used effectively to support procurement activities.

Experience and Qualifications

- Experience in category management or a related procurement role.
- Commercial acumen with a track record of delivering cost savings and value creation.
- Excellent communication and interpersonal skills.
- Knowledge of contract management and supplier relationship management.
- Strong analytical and problem-solving skills.
- Knowledge of UK public sector procurement regulations and other relevant legislation are desirable.
- Relevant professional qualifications (e.g., CIPS) are desirable.

General

- Promote and maintain an active approach to health and safety, in respect of yourself, colleagues and customers.
- Ensure that the Aster Group Equality & Diversity Policy is fully implemented at all times.
- Comply with the requirements of the Aster Group Data Protection, Privacy & Confidentiality Policy, the IT Security & Usage Policy and supporting Data Protection Framework insofar as they relate to the duties of the role.
- If the role is a people leader, they will conduct suitable and sufficient risk assessments (including stress assessments) for their area of operations, record the findings and reduce risk to an acceptable level.
- This role profile is intended as a guide and is not an exhaustive list of the duties and responsibilities of this role. Such duties may vary from time to time without changing the general character of the role or the level of responsibility entailed.

Role Profile

Internal use only

Role code	*Version*	*Created/last updated (month/year)*	*Author*