

Job title: Senior Procurement Specialist

Core information

Location: London or Bracknell (Blended Working)	Shared Capability: Procurement
Reports to: Procurement Manager	
People Management: No Assignment Management: No	
Partnership Level: Partnership level 7	Manager's Partnership level: Partnership level 6
Number of direct reports: N/A	Partnership level(s) of direct reports: N/A

About the John Lewis Partnership:

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands - John Lewis & Partners and Waitrose & Partners, as well as expanding into new areas beyond retail.

We are not an ordinary business though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

Critical purpose of the role:

As a Partner in our business your number one focus is to work collaboratively to create more value for our customers and our business.

You are responsible for delivering Procurement activity in your specific area of responsibility; this may include Sourcing, Negotiation, Category Planning and Supplier Management where appropriate. You are responsible for actively challenging how the business allocates costs, commits spend and manages third parties with the aim of reducing the overall GNFR (Goods Not For Resale) spend and Third Party Risk for the Partnership and providing best value through your procurement and negotiation expertise.

Through your profession you will have the opportunity to develop and stretch personally and professionally to achieve your potential.

Primary Outcomes & Accountabilities

Act in accordance with the Partnership's purpose and democratic principles, constructively participating in co-ownership, and demonstrating to customers and each other that it is a better way of doing business. Share your knowledge, experiences, ideas and opinion to improve the Partnership, speaking honestly and frequently.

Invest in your personal and professional development to achieve your potential, by doing more, doing better, or doing different. Continuously engage with and actively contribute to your Shared Capability.

Takes responsibility for actively engaging with change.

Creates the right conditions for all Partners to be their best, make their best contribution and achieve their potential.

Values what different life experiences bring to the Partnership and how this adds to unbiased and smarter decisions.

Sets the tone, context and outcomes for the team, with the

Measures of success

(the following represent some example measures of success, it is not an exhaustive list)

Consistent delivery of commercial benefit, including cost savings to the Partnership evidenced by benefits delivery against procurement category.

Measurable improvement in procurement metrics.

Improvement in Happiness Survey outcomes and Democratic Vitality Health Check scoring.

Support for process improvement, productivity gains and continuous improvement.

Use of procurement systems and accuracy of data.

Ensuring suppliers are actively managed under the SRM Framework.

Use of appropriate market engagement approach including, E-Auctions, RFx, Negotiations.

Support for development of Category Planning.

voice of the customer being at the centre of what we do. Enables the right conditions for Partner's to share their opinions, for them to be heard and acted on. Engages and leads Partners in delivering and embedding change consistently and effectively.	Evidence of positive feedback. Evidence of proactive personal development. Support for ESG (Environmental, Social, and Governance) activity in alignment with Ethics and Sustainability partners, implementing programmes and methods in accordance with the Happier World objectives.
Scale, impact and context: You will work with all Partners in procurement to develop and enhance the Procurement profession, requiring broad knowledge and expertise across Procurement. You will work with all Partners in procurement to inform and influence the strategic direction and priorities of the profession, actively utilising external benchmarking and driving continuous improvement. You will be expected to proactively develop and demonstrate an understanding of internal and external trends across Procurement and a broader understanding of the wider market. You will support the development of Procurement technical capability across the profession, developing knowledge management and data and insight strategies to support Partner development. You will support the development of procurement policies, governance frameworks and associated controls across the Partnership in line with any legislative developments. You will deliver these through the Procurement team and will be responsible for ongoing functional performance reporting and monitoring. You will support delivery of Procurement policy and compliance, actively supporting and contributing towards supplier rationalisation across the Partnership. Who might you work with? You will be expected to work with all areas of the Partnership as required, working directly with stakeholders and Business Contract Managers. You will also work externally, actively engaging and managing third party suppliers. Customer obsession: You will provide sourcing, commercial and negotiation expertise to the business, ensuring that the Procurement strategy drives commercial agreements which protect the Partnership and drive a sustainable commercial position.	
What skills are needed for this role? Commerciality: Applies business acumen, commercial and Procurement expertise to drive and deliver business improvement opportunities across the business. Builds the right commercial strategic relationships, understanding risk allocation between the Partnership and supply base. Demonstrates a strong understanding of the external market and key trends, applying them to thinking within the Partnership.	

Stakeholder Management: Builds and manages strong relationships both internally and externally to maximise delivery of the Procurement GNFR agenda. Able to navigate multi-layered, complex stakeholder relationships to drive business benefit through confidently influencing and challenging. Actively drives challenge and rigour, prioritising and managing the expectations of stakeholders. Establishes and leverages a comprehensive external network to drive and influence the Procurement agenda, understanding benchmark capability and wider trends. Builds and owns effective third party relationships with key suppliers.

Continuous Improvement mindset: Consistently demonstrates curiosity in the best way to positively drive forward the Procurement agenda. Actively works with others to problem solve and reach positive, commercial outcomes.

Strong Communicator (verbal and written): Able to represent the Partnership externally in supplier meetings.

Risk Management: Demonstrates a strong understanding of risk analysis, risk assessment and risk mitigation across the required business areas.

Numerical analysis: Able to analyse comprehensive data sets such as supplier tender responses, applying relevant scenario planning such as pricing matrices.

Technical skills: Understands the end-to-end source to contract procurement process including internal needs analysis, supply market assessments, sourcing strategies, supplier selection, negotiation and contracting. Has a good knowledge of contract law and drafting commercial agreements with a strong working knowledge of regulatory legislation and compliance and commercial contracts. Is able to translate and apply Partnership Ethics and Sustainability strategy to the wider Procurement strategy.

Qualifications & Experience (where applicable)

Essential

- Skilled at sourcing and negotiation with strong commercial experience.
- Good understanding of procurement process and systems.
- Supplier management experience.

Desirable

- MCIPS qualified or working towards.
- Professional Negotiation Training via a specialist provider such as The GAP Partnership, Scotworks or CIPS.

Version	Created/updated by	Date
2.0	<i>Tim Brennan</i>	29/01/24
2.1 (updates)	Tim Brennan	26/1/26