
Role profile

Role title	Buyer
Section	Commercial Services
Directorate	Finance
Reports to	Category Manager

At SP Electricity North West Limited we are committed to creating a sense of belonging for our colleagues and therefore we ask our applicants to talk to us about any reasonable adjustments that may be required throughout our recruitment processes.

Purpose of the role

The Buyer role is responsible for delivering short term sourcing events and full end to end tenders within a defined category, with a particular focus on construction, maintenance and operational procurement. The role ensures the effective delivery of tenders, commercial interventions, supplier evaluations and contract renewals in line with business requirements and governance standards.

The role holder will work closely with operational teams to understand technical specifications, commercial requirements and evaluation criteria. They will be accountable for producing structured milestone plans for each procurement activity, ensuring compliance with internal governance, external regulations and procurement legislation.

The role requires regular engagement with managers across the business to gather requirements, validate specifications and support commercial decision making. The Buyer will also provide support to colleagues across the wider Commercial function, contributing to consistent procurement processes, commercial evaluations and contract management activities.

Knowledge, Skills & Experience

- Professional accreditation through CIPS or RICS or equivalent (desirable)
- Experience delivering tenders within a complex commercial or regulated environment

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- Strong understanding of end to end procurement processes, including sourcing, tendering, evaluation, award and contract mobilisation
- Experience working within construction and maintenance categories, frameworks or supply chains
- Proven experience delivering commercial evaluations, cost analysis and value for money assessments
- Demonstrated understanding of relevant procurement legislation and compliance requirements
- Track record of achieving strong commercial outcomes across tenders, negotiations and contract renewals
- Experience managing multiple procurement activities simultaneously in a fast paced environment
- High level of numerical accuracy and attention to detail
- Full UK driving licence

Principal responsibilities of the role

- Expertise in running tenders to achieve commercially robust outcomes aligned to specifications and service levels
- Experience conducting commercial and technical evaluations, including scoring, moderation and supplier assessment
- Knowledge of contract management principles, supplier performance monitoring and renewal processes
- Ability to work effectively with construction, maintenance and operational teams to understand requirements and risks
- Strong understanding of commercial risk, operational impact, economies of scale and whole-life cost considerations

Role profile

Behavioural Competency

Enter 'Y' for
relevant
competences

Thinking - Forward thinking - You can take a forward looking perspective when considering the delivery of decisions, activities & projects.	
Thinking - Customer understanding - You have a thorough understanding of the needs of internal/external customers & you use this understanding to promote excellent customer service to maximise business.	
Thinking - Analytical Thinking - You can analyse problems & identify key issues that need actions, assessing the situation in a systematic way, considering time sequences, priorities & you are able to draw logical conclusions from the data.	Y
Influencing - Concern for impact - You anticipate & respond to the needs of others in order to achieve an appropriate outcome. You are sensitive to the impact you have on others & you can modify your approach to influence the outcomes of your dealings with different people.	
Influencing - Interpersonal awareness - You are able to develop a good understanding of others' feelings, needs & concerns, & actively seek to do so. You think through how people are likely to react & have an intuitive grasp of what makes people tick.	Y
Achieving - Results focus - You set objectives for yourself & others & ensure they are achieved within agreed parameters which in turn delivers successful business outcomes.	Y
Achieving - Concern for excellence - You strive to exceed your performance goals through the continuing pursuit of excellence & quality in all aspects of your work.	Y
Achieving – Initiative - You anticipate situations & problems, finding appropriate solutions & grasping opportunities. You take action that potentially adds value to the business & represents your contribution distinctively.	Y
Self-Managing – Tenacity - You are able to demonstrate repeated effort & resilience when overcoming a number of obstacles to achieve results, showing a positive attitude despite setbacks.	Y
Self Managing – Independence - You are prepared to raise issues in the face of opposition. You are able to stand up for your own ideas, not give in to group pressure & challenge more senior colleagues.	
Self Managing – Flexibility - You adapt your thinking & behaviour to suit the requirements of different situations; you see the value of an alternative view & are receptive to changing circumstances.	

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Behavioural Competency	Description
Achieving – Initiative	You anticipate situations and problems, finding appropriate solutions and grasping opportunities. You take action that potentially adds value to the business and represents your contribution distinctively.
Achieving – Concern for excellence	You strive to exceed your performance goals through the continuing pursuit of excellence and quality in all aspects of your work.
Self-Managing - Tenacity	You are able to demonstrate repeated effort and resilience when overcoming a number of obstacles to achieve results, showing a positive attitude despite setbacks.
Thinking	This is a strong mix of Conceptual, Analytical and Strategic Thinking with a strong understanding of the customer need. You are able to understand the 'bigger picture', complex data and to identify trends. You consider the wider context when developing innovative solutions. You can analyse problems, assessing the situation in a systematic way, you are able to draw logical conclusions from the data. You are able to visualise the long term future of the business and apply a thorough understanding of the needs of internal / external customers to your strategic approach.
Relationship Building	You are able to identify, build and maintain mutually beneficial long term relationships with internal and external contacts to improve the success of the business.
Developing Others	You recognise that the development of capability is a pre-requisite for business success and are able to coach and provide constructive feedback to establish high performing teams.

Key measures (Performance Indicators)

- Cost avoidance and cost savings
- Effective business stakeholder management
- Compliance with Internal Control Manual & Procurement Legislation
- Programme delivery – delivery to time and quality

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Dimensions of the role

Owner of a budget (has total responsibility for the budget)	Yes / No
Budget Amount	£
Number of Colleagues who directly report to role holder	
Total number in team, including any colleagues who report managers that come under the role	

Key relationships (Internal & External)

Internal

- CSMT
- Commercial Assurance
- Assistant Buyers
- Vendor Managers
- Finance Business Partners
- Supplier Relationship Managers
- Contract Managers

External

- Suppliers
- Legal (supplier solicitors, external third party legal teams)