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| Role Title  | Vendor Partner Manager - Lenovo |
| Function & Dept. | Digital Workplace Business Unit |
| Career Growth Level | Contributing & Developing (D)  |
| CGP Descriptor  | Qualified specialists, recognised for their expertise, serving as pivotal contributors in various domains. These specialists play a vital role in influencing and shaping new business strategies, policies, practices, and content, catering to both external and internal customers. Their responsibilities may encompass problem-solving and the development and execution of purpose-driven solutions, often of a complex nature, to meet the specific needs of both external and internal customers |
| Team  | Digital Workplace BU |
| Reports to | Alliances and Core Service Director |
| Role Purpose  | SCC’s UK business provides something like 200,000 devices annually into the UK market, and all of that is enabled by the Digital Workplace business unit (DWP BU). Working closely with partners and customers the DWP BU engages across SCC To improve user productivity, improve satisfaction and manage costs in a fast paced marketThe main objective of the role is to work with the Lenovo Alliance Manager, providing support on a wide range of activities that make the relationship work, from marketing to sales engagement to rebate claims to product shipments. This is a chance for a motivated individual to work with one of the world’s largest technology providers, and one that underpins SCC’s business today; and to gain exposure across SCC and Lenovo in the process.A candidate does not need intimate knowledge of the device market or vendors, but should be willing to learn, be able to work in a varied team, often without explicit direction and be highly flexible and proactive. The ability to travel is important as you will need to visit multiple SCC and vendor sites on a regular basis across the UK and occasionally internationally |

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| Key Responsibilities  |
| 1. You will need to build relationships with SCC’s operations & back office teams to effectively manage Lenovo orders, work with logistics teams and proactively report back to SCC & Lenovo
2. You’ll need to support the SCC Lenovo marketing plan to secure funding, build models, measure outcomes and learn from both the things that work and the things that don’t
3. You’ll need to manage invites, RSVPs, agendas and logistics for events & meeting planning
4. You’ll also need to develop relationships and work closely with sales, from both SCC and Lenovo, to effectively support ongoing business & drive new business
5. You’ll need to be on point for gathering pricing & product availability, and keep Lenovo bid documentation up to date
6. A key focus will be increasing Lenovo’s visibility within SCC through consistent communications with SCC sales, including emails (product updates, success stories, promotions, industry information etc), webinars (deep dives into particular topics), and presence in SCC offices
7. You’ll need to support the increase of Lenovo portfolio depth in our existing business by analysing datasets from our reporting & conducting outreach
8. You’ll need to create a strong understanding of Lenovo’s partner systems in order to create assets, track opportunities and report on activity
9. You’ll need to support the Lenovo deal registration process and report on this back into the business
10. You’ll need to keep on top of SCC business changes & hires in order to support new business activity
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| Person Specification  |
| 1. Experience within the IT industry is preferable but not essential
2. Ability to work with numbers e.g. financial data, sales out reporting, shipment volumes etc is necessary, and a good degree of proficiency with Excel is highly desired
3. Proven track record of teamwork and achieving goals as part of a collective is key
4. Proven experience in understanding complex issues and providing remedies
5. Ability to develop working relationships in a complex, multi-departmental business environment
6. Ability to work with multiple stakeholders on a project of programme, and to manage expectations, communications and outcomes is essential
7. Ability to quickly absorb new information and synthesis it into existing models
8. Quickly develop frameworks for handling multiple simultaneous tasks is essential
9. Demonstrable willingness to take on new task, be flexible with inputs and think on your feet is key
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| Key Competencies |  | Level  |
| 1. | Partner Management | 1 |
| 2 | Financial / Commercial Acumen  | 2 |
| 3. | Team Working | 2 |
| 4. | Stakeholder Management | 1 |
| 5. | Marketing | 2 |
| 6. |  |  |

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| Value Behaviours  |  | Level |
| 1. | Responsibility  | 1 |
| 2. | Passion  | 1 |
| 3. | Customer First  | 1 |
| 4. | Agility  | 1 |
| 5. | Family  | 1 |

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| Version  | Date  | Description  | Approved by  | Date  |
| 1.0  | November 2023  | Original  | HR  | November 2023  |
| 2.0 | March 2024  | Formatting of cells  | HR  | March 2024  |