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| ROLE PROFILE |
| **Job title** | **Head of Procurement (Packaging)** | **Date** | **November 2024** |
| **Business** | **Group** |
| **Department** | **Group Procurement** |
| **Location** | **Oak Meadow, Leicestershire** |
| ROLE SUMMARY  |
| Primary responsibility for the procurement of packaging across the Samworth Brothers Group. Creating value beyond pure price reduction. Lead engagement with suppliers across all deliverables (cost, value, sustainability, quality, innovation, efficiency, risk management etc.) Setting the Category Strategy. Leading a team of Category managers and buyers, and Subject Matter Expert (SME). Engagement and support of packaging teams outside procurement within the bakeries (e.g. packaging technologists).Secondary responsibility as packaging expert supporting the business and other functions on topics relating to packaging. Drive and support the packaging procurement agenda within the business working with other HOPs, Bakery Procurement Managers and Buyers. Ensure the Team plan and deliver the Bakeries Purchase Price Variance and Profit Improvement Plan. Support Supplier Performance measurement at the Bakeries. Ensure the Procurement category teams understand and deliver the strategic and operational needs of the bakeries. Ensure central projects are effectively managed through the bakeries. Supporting the teams with implementing supplier led innovation, complying to group systems and ensuring standardized and robust reporting methods are in place.   Support the Group Procurement Director and Group Procurement Optimisation Director in the development and delivery of Capability, Systems, Processes, Reporting and Compliance Strategies. A key leadership role, sitting on the Procurement Leadership Team (PLT). |
| REPORTING STRUCTURE |
| **Reports to** | Group Procurement Director |
| **Direct & indirect reports** | Category Manager/BuyerSubject Matter Expert (SME) |
| **Key internal stakeholders** | PLT, Category MD & CLT, Technical, Commercial, Finance, Operations, Development |
| **Key external stakeholders** | Suppliers, Customers, Agencies & Industry Bodies |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES |
| **Best practice cost optimisation:** Negotiate overall best terms; ensuring that the supply base and product meet the necessary business objectives [financial, technical, customer]. Have an extensive understanding of supply base costs with the ability to interrogate company financial data.Drive the adoption of appropriate best practice procurement systems and processes across Group Procurement and the business. Develop the SME role and demonstrate value (in all its forms) delivery.**Strategic planning, budget planning and forecast planning processes:** Develop robust, long, medium and short term plans and provide the group with an accurate financial forecast to enable businesses to forecast effectively and to work closely with the business procurement manager to execute implementation plans.Develop robust, long, medium and short term plans with the procurement leadership team and ensure bakeries provide the group with an accurate financial forecast to enable businesses to forecast effectively. **Category and supplier strategies:** Responsible for the category leadership and delivery of >£80m annual aggregated category spend providing in-depth procurement insight and subject matter expertise, whilst maximizing leverage opportunities. Having a robust understanding of the total supply market. This will require a step change in mind-set to challenge current models and approach and to effect significant change in end-to-end supply arrangements.Ensure the Business Procurement Managers and Business procurement Buyers take ownership for implementing and maintaining group contracts, systems and processes in the Category Business, keeping all key stakeholders abreast of key developments or challenges where appropriate. Ensuring standardized PIP plans and risk management initiatives are proactively driven through the NPD process. **Commodity & business risk management**: To ensure documented and vigorous risk management strategies are in place, with a supporting action plan to minimise the likelihood and/or impact of negative events or maximise the realisation of opportunities.**Market intelligence:**  To have outstanding quality market intelligence gathering to enable group procurement to build a stronger position in negotiations, managing risks and making better informed sourcing decisions in key category areas. This intelligence obtained will support Samworth Brothers in maintaining a competitive advantage and will enable us to become partners of choice to our customers with whom this intelligence will be shared.**Responsible, environmental and ethical sourcing:** To constantly challenge the business with the latest external thinking on responsible, environmental and ethical best practice.To ensure that the category under management is procured in line with the business Responsible Sourcing objectives, from appropriate sources and there is an understanding of the impact of environmental, economic and social factors along with price and quality. **Assured supply and business continuity:** Robust contingency plans are in place, and are sufficient enough to manage rapid demand changes, supplier failure, product risk, commercial risk and force majeure.**Supplier relationship management**: To ensure appropriate supplier segmentation and from that, the correct supplier management which could involve everything from joint strategies, top to top meetings, supplier scorecards and integrated processes. **Contracting & compliance**: Ensure appropriate contracts are developed to meet the individual needs of the appropriate supplier relationship. Ensure that company contracting policy and procedure is adhered to. **Supplier led quality:** Ensure the supply base are proactive in their approach to total quality [service, product and processes] and have plans in place to ensure Samworth Brothers remain leaders within the market and maintain the highest reputation within the industry.**Supplier led innovation:** Lead an environment to cultivate innovation opportunities from suppliers and engaging with the relevant business procurement managers to achieve “first to market” status. Ultimately raising the barriers to entry to give Samworth Brothers a competitive advantage.**People:** Coach, train and motivate direct reports, to ensure individuals are stretched to their full potential. Ensure individual development within the team is designed, structured and achieved in line with functional guidelines.**Customer:** Support the business when engaging with the customer base, demonstrating excellent understanding of the category area under management. This is key for inflation and modelling discussions. |
| QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE |
| **Qualifications** | Graduate level preferredCIPS qualification or equivalent preferredFull driving license |
|  **Experience** | * >5 years’ experience within food packaging procurement.
* >5 years’ experience within a senior procurement role ideally in chilled own label food
* Operating in a Group role within a matrix structure
* Track record of financial delivery within a business
* Developing Industry best practice
* Delivering the highest performance standards for self and team.
* Leading and developing teams.
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| **Skills/ Knowledge** | * Strong knowledge and understanding of food packaging materials, markets, cost drivers etc across board, corrugate & plastics.
* Highly effective communication & presentation skills
* Strong leadership skills
* To be able to influence stakeholders at all levels, including Customers
* Excellent supplier relationship management and networking skills
* Strong negotiation skills, with the ability to maintain professional relationships.
* Identifies opportunities for improvement and drives them forward
* Clear rationale to decision making and a reasoned approach in recommending strategic action and when to escalate
* Confident and collaborative approach in building good working relationships, willing to listen to and involve others
* Good time management skills and the ability to prioritise effectively between tasks
* Microsoft Computer literate (either to Internal standard or Advanced level) with specific knowledge of Excel and PowerPoint.
* Strong analytical skills with ability to manipulate and provide insight from large and varied volumes of data.
* Willingness to travel, extensively within the UK, with occasional overseas travel.
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| PERSONAL ATTRIBUTES & BEHAVIOURS |
| * Excellent interpersonal skills, able to build positive relationships with external and internal stakeholders
* Ability to effectively challenge practices and behaviour
* Demonstrate high levels of initiative and engagement
* Strong planning and organisational skills
* Perseverance in the face of challenge
* Excellent analytical skills and the ability to translate data to make informed decisions
* Excellent communication and presentation skills
* Professional approach, even when challenged
* Calm & measured approach in an often-pressured environment which often involves working to tight deadlines
* A “can do” attitude and “hands on” approach
* Ability to approach things pragmatically and consider solutions that deliver on different levels to the business (eg: no detriment to quality, keeping on-cost down, within specification and in time)
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| COMPETENCIES FOR SUCCESS |
| **Core Areas** |
| **Competency** | **Descriptors** |
| **Values People** | Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times. |
| **Customer Focus** | Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success |
| **Collaborative Team Working** | The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with our purpose statement and Company values. |
| **Flexibility and** **Adaptability** | The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs |
| **Initiative and Taking Ownership** | Steps up to take personal responsibility and accountability for tasks in line with our purpose statement and our Company values. |
| **Additional Areas – Individual Contributor** |
| **Competency** | **Descriptors** |
| **Drive for Excellence** | Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement |
| **Technical Expertise** | Has the skills, knowledge and experience required to excel in own area of specialism and the willingness to further grow and develop |
| **Self-Management** | Uses a combination of feedback and reflection to gain insight into personal strengths and weaknesses, so that own time, priorities and resources can be managed to achieve goals |
| **Additional Areas – Line Managers** |
| **Competency** | **Descriptors** |
| **People Management** | The ability to understand people and their motivations, build good relationships with them and help them unlock their potential. |
| **Empowering Others** | Creates an environment where people feel required and enabled to take ownership and responsibility. |
| **Analysis & Planning** | The ability to take a range of information, think things through logically and prioritise work to meet commitments aligned with organisational goals |
| **Additional Areas – Senior Leaders** |
| **Competency** | **Descriptors** |
| **Decision Making & Judgement** | In line with our new purpose statement and Company values, makes timely and informed decisions that take into account the facts, goals, constraints and risks that keep the organisation moving forward. |
| **Developing Partnerships** | The ability to establish formal and informal relationships inside and outside the organisation, and to anticipate and balance the needs of those whose cooperation is needed for the long-term success of the business. |
| **Engaging Others Through Change** | he ability to communicate a compelling vision throughout the organisation, generating genuine motivation and commitment and to act as a sponsor of change. |