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| ROLE PROFILE |
| **Job title** | **Category Buyer Group Procurement** | **Date** | **May 2019** |
| **Business** | **Group** |
| **Department** | **Group Procurement** |
| **Location** | **Leicestershire** |
| ROLE SUMMARY (main purpose) |
| To work in partnership with the Bakeries, Suppliers and Customers to accelerate financial delivery, protect the business from risk and transform supplier led innovation, whilst developing a world class team. Having an in depth understanding of all bakery needs working hand in hand with the Business Procurement Managers/Buyers. Setting the Category Strategy based on a full understanding of bakery needs. Acting as a collaborative partner to the bakeries to respond to and resolve escalations. |
| REPORTING STRUCTURE |
| **Reports to** |  Head of Procurement |
| **Direct & indirect reports** |  None |
| **Key internal stakeholders** |  Engineering, Production, Technical, Commercial, Finance |
| **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 a deep understanding of supply base costs.**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 managers to execute implementation plans.**Category and supplier strategies:** To develop formal category strategies that demonstrate complete understanding of the spend cube, a deep knowledge of the needs of the business and a robust understanding of the total supply market.**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 undertake 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 is procured 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 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:** Create 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. |
| QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE |
| **Qualifications** | Graduate level preferredCIPS qualification preferredFull driving license |
|  **Experience** | Minimum of 2 years’ experience working within a procurement function |
| **Skills/ Knowledge** | * Highly effective communication & presentation skills
* To be able to influence stakeholders at all levels
* Excellent Supplier relationship management 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.
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| PERSONAL ATTRIBUTES & BEHAVIOURS |
| * Good interpersonal skills, able to build positive relationships with different stakeholders
* Ability to work with minimal supervision and direction and demonstrate high levels of initiative
* Strong planning and organisational skills
* Perseverance in the face of challenge
* Strong communication skills (written and verbal)
* Professional approach
* Ability to multi-task and prioritise workload to meet demands from multiple stakeholders.
* 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
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| **Customer Focus** | * Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success
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| **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 PQP and Federalism
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| **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
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| **Initiative and Taking Ownership** | * Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism
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| **Additional Areas – Individual Contributor** |
| **Competency** | * Descriptors
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| **Drive for Excellence** | * Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement
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| **Technical Expertise** | * Has the skills, knowledge and experience required to excel in own area of specialism and the willingness to further grow and develop
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| **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
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