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| ROLE PROFILE | | | |
| **Job title** | Procurement Systems Coordinator | **Date** | August 2024 |
| **Business** | Group | | |
| **Department** | Group Procurement | | |
| **Location** | Oak Meadow | | |
| ROLE SUMMARY | | | |
| Responsible for;   * Providing administration support at a functional level including scheduling meetings, organising events, preparing inductions for new starters, co-ordinating internal and external comminications. * Administering proprietary systems utilised by the function including customisation and building content to make these systems more user friendly and efficient. * Developing and digitising processes to reduce admin burden and provide improved reporting. * Documenting process and procedures and maintaining these. Building improved reporting to track and plan activity and provide improved management reporting. | | | |
| REPORTING STRUCTURE | | | |
| **Reports to** | Group Procurement Optimisation Director | | |
| **Direct & indirect reports** | None | | |
| **Key internal stakeholders** | Group Procurement, other Group functions, SSC, Bakeries | | |
| **Key external stakeholders** | Suppliers & IT system providers | | |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES | | | |
| * **Functional Administration** – Managing various activities for the function including:   + Functional diary management – scheduling standard meetings (PLT/Forums/Procoms) and managing agendas   + Events Management including:     - Procurement Conference and team away days     - Supplier Conferences   + Support new Starters and leavers process   + Ensure Preferred Supplier Portal is maintained * **Supplier Collaboration**   + Supplier newsletter – support co-ordination of content   + Supplier collaborations & events – support organisation   + Supplier contacts – develop and manage database * **System Management & Development** – Manages and drives the development of Procurement systems including:   + Procurement Sharepoint & Teams - configure & maintain site. Develop collaboration capability internally & externally   + Power Platform – design & develop Powers Apps & workflows to automate processes.   + Design & develop Power BI reports, dashboards & visualisations (in conjunction with Business Analysts).   + Office 365 Superuser – development of tools e.g. workflow, surveys etc   + Market Dojo Superuser – development of configuration & templates to improve user experience and improved adoption   + Mintec/Expana Superuser   + Design, maintain & report Procurement KPIs (non-financial) * **Procurement Process & Procedure Management**   + Documenting Procurement processes and procedures   + Managing the ongoing review, development and updating of these documents   + Working closely with the Master Data Management team to ensure good governance of procurement data. * **Reporting** – Developing & co-ordinating functional reporting to improve visibility and improve management   + MI Reporting utilising Power BI   + Contract balance reporting   + Invoice query analysis and identification of solutions to reduce these * **Contract Management** – Develop processes & reporting to provide greater visibility and ease of use to improve contract management   + Maintain tracker of suppliers / contract status (Market Dojo?)   + Develop tools for populating standard contract forms and workflows for internal sign-off of contracts   + Identify and manage tool for external sign-off of contracts   + Contract balance tracker management | | | |
| QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE | | | |
| **Qualifications** | * Graduate level preferred but not essential * Full driving license | | |
| **Experience** | * IT Systems administration & development * Use and development of Microsoft Office and 365 tools * Administrating & developing business processes | | |
| **Skills/ Knowledge** | * IT literate with skills on standard systems (365, Teams etc) and ability & desire to learn other systems. * Good level of numeracy (demonstrate through qualification). * Excellent organisation skills, strong work ethic and ability to work independently. * Great attention to detail. * Good interpersonal & communication skills. * Ability to do repetitive tasks whilst also striving to improve & automate. * Identifies opportunities for improvement and drives them forward * 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 * Good awareness of the business systems * Willingness to travel | | |
| PERSONAL ATTRIBUTES & BEHAVIOURS | | | |
| * Good interpersonal skills, able to build positive relationships with different stakeholders * Ability to work with minimal supervision and direction and demonstrate h 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) | | | |
| 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 PQP and Federalism | | |
| **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 on personal responsibility and accountability for tasks and actions in line with PQP and Federalism | | |
| **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 | | |