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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.
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| 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
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| QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE |
|  **Qualifications** | * Graduate level preferred but not essential
* Full driving license
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|  **Experience** | * IT Systems administration & development
* Use and development of Microsoft Office and 365 tools
* Administrating & developing business processes
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| **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
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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 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)
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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 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 |