

SAMWORTH BROTHERS

ROLE PROFILE			
Job title	Group Responsible Sourcing Analyst	Date	March 2025
Business	Group		
Department	Group Responsible Business		
Location	Oak Meadow, Leicester (hybrid working model with 3 days a week in Leicester)		
ROLE SUMMARY			
<p>The Responsible Sourcing Analyst will play an important role within our Group Responsible Business Team. The role will support the Responsible Sourcing Manager to deliver our Responsible Sourcing strategy, with a key focus on data analysis and reporting.</p> <ul style="list-style-type: none">• Data analysis; analyse current and future impacts, ensuring data is robust, verifiable and updated to meet customer requirements and legal obligations.• Deliver group and site level KPI reporting; reporting requirements span across responsible sourcing and human rights, including higher risk commodities (soy and palm oil), carbon, and animal welfare.• Monitoring human rights data; as part of our human rights due diligence process, analysis and reporting of human rights metrics and supplier approval using Sedex and SMETA• Support projects; including environmental and human rights risk assessments and supply chain mapping.• Annual reporting; transparent reporting on key performance indicators.• Liaising with colleagues across the group; and on occasion attend industry events.			
REPORTING STRUCTURE			
Reports to	Group Responsible Sourcing Manager		
Direct & indirect reports	None		
Key internal stakeholders	People Team, Procurement, Technical		
Key external stakeholders	Customers, Suppliers, Industry forums and networks		
SKILLS & ABILITIES			
<ul style="list-style-type: none">• Analytical skillset and the ability to interpret and add meaning to large data sets• Confident and competent in MS Office applications such as Word, PowerPoint with more in-depth knowledge of Excel or Power BI.• Ability to create reports and summarise data using graphs and tables and to communicate analysis of data• Review and interpret ethical audit reports• Collaborative approach to problem solving• Ability to manage relationships at a variety of levels of the organisation adapting communication style when required• Ability to build and manage strong relationships with all levels of staff			

KNOWLEDGE & UNDERSTANDING

- Knowledge of the food industry and complex supply chains
- Awareness of customer requirements in this space
- Human Rights Due Diligence, including ETI base code, SEDEX and SMETA
- Knowledge of sustainable commodities reporting, including palm oil and soy
- Carbon footprinting

QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE

- Degree level qualification or relevant experience
- At least 2 years' experience in FMCG / food manufacturing sector
- A motivated, passionate individual with a keen and demonstrable interest in Human Rights and Responsible Sourcing
- Drive to learn
- Ability to travel between Samworth sites

CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS

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	Is passionate about quality, striving to continuously make a positive difference for our customers and our consumers.
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 & 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 & taking ownership	Steps up to take on personal responsibility and accountability for tasks and actions in line with our Purpose Statement and Company Values.