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| ROLE PROFILE |
| **Job title** | **Business Procurement Buyer** | **Date** | **February 2024** |
| **Business** | **Group Procurement** |
| **Department** | **Group Procurement** |
| **Location** | **Bakery, Oak Meadow** |
| ROLE SUMMARY (main purpose) |
| **Business Engagement**Support the Business Procurement Manager & Head of Procurement in driving business engagement. Lead and support business initiatives, KPI's & projects to ensure that procurement is recognized as a critical and valued function. This will include: * Supporting workstreams to enhance the integration and alignment of functional activity with wider business strategies & projects
* Representing group procurement at relevant site meetings
* Working with key stakeholders to address gaps and strengthen processes
* Supporting business engagement / sign-off & delivery of procurement category strategies
* Provide governance and drive delivery of key KPI metrics
* Act as the initial point of escalation for procurement within the bakery
* Administration of core processes relating to Invoice queries, PPV, PIP management, P2P, NPD etc

**Category Management** Ownership & overall category management responsibility of a spend area supported by the BPM / HOP. Proactively lead engagement with suppliers across all deliverables (cost, value, sustainability, quality, innovation, efficiency, risk management etc.). Working in partnership with Category business, Group Procurement, Suppliers and Customers to create value, mitigate risk and develop supplier relationships that support the business strategy. Responsibilities (supported by the BPM/HOP) include: * Strategy development, stakeholder engagement and execution
* Supplier Relationship & Performance Management
* Managing / leading tenders & negotiations
* Contract management
* Price management & forecasting
* Value creation & delivery
* RISK mitigation
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| REPORTING STRUCTURE |
| **Reports to** | Business Procurement Manager  |
| **Direct & Indirect Reports** |  |
| **Key Internal Stakeholders** | Site Leadership Team, Procurement Category Leads, Technical, Supply Chain, Commercial, Finance, Operations, Development/NPD |
| **Key External Stakeholders** | Suppliers, Customers, Industry |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES |
| **Sourcing:** Ownership (supported by BMP/HOP) of an ingredient spend area (s). Managing tenders & negotiations to achieve best overall terms & value; ensuring that the supply base and product meet the necessary business objectives [financial, technical, customer]. Have a deep understanding of supply base costs. Ensure that the supply base and product meet the necessary business objectives [financial, technical, customer]. Own the efficient implementation of the agreed material sourcing plans within your Category business and feedback any persistent supplier failings to the relevant group procurement lead.**Site Procurement Management:** Supporting workstreams to enhance the integration and alignment of Group Procurement functional activity with wider business activity. Supporting the BPM on the cross-functional meetings and representing group procurement at relevant site/category/project meetings. Effective contribution to the Site Leadership Team. Support the BPM in KPI metrics such as: PPV reporting, understanding & communication, Supplier Non-Conformance, Profit Improvement, Cash & delivery of improvement opportunities, Risk mapping & supporting delivery of mitigation activity**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. Creation and delivery of Profit Improvement Plans (PiPs) for the category business and across the group for the categories you manage. Take ownership for implementing and maintaining group contracts, systems and processes keeping all key stakeholders abreast of key developments or challenges where appropriate. Working with key stakeholders to strengthen the Product Lifecycle Management (PLM) process. Ensure that PIP and risk management initiatives are proactively driven through the NPD process, ensuring NPD have the correct approved suppliers in place and are aligned with procurement strategies.**Commodity & business risk management**: To ensure documented and rigorous risk management strategies are in place for the business unit, with a supporting action plan to minimise the likelihood and/or impact of negative events or maximise the realisation of opportunities.**Market intelligence:**  To ensure the business is provided with the latest market intelligence to enable the business 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 categories being managed are procured from appropriate sources and there is an understanding of the impact of environmental, economic and social factors along with price and quality. Ensure that procurement category strategies support the overall business initiatives for responsible business.**Assured supply and business continuity:** Accountable for the supplier performance at the bakeries. Working with the relevant category leads, ensure that robust contingency plans are in place, and are sufficient to manage rapid demand changes, supplier failure, product risk, commercial risk and force majeure. Have a good level of understanding about the materials used in your business and the markets and supply chains they derive from. **Supplier relationship management**: Ensure that your business requirements are fully accounted for in agreed group sourcing plans, e.g. specification, volume, supplier preferences, customer restrictions. Meetings held with key suppliers at business level, supported if appropriate by the relevant group procurement member. Action plans exist to address supply issues whenever require. 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. Ensure appropriate contracts are being adhered to, to meet the individual needs of the Category business. **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. Where appropriate, escalate to the lead category manager.**Supplier led innovation:** Create an environment to cultivate innovation opportunities in line with group procurement 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. |
| QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE |
| **Qualifications** | Graduate level intellectFull driving license |
|  **Experience** | * Minimum of 2 years’ experience working within a procurement function
* Experience of category spend management
* Driving through step changes within a business
* Need to demonstrate the ability to deliver the highest performance standards for self
* The ability to make difficult decisions and to take a calm & measured approach in an often pressured environment which often involves working to tight deadlines to overcome and achieve results.
* The desire to succeed; and a positive “can do” attitude that positively influences the wider peer group and senior managers
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| **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.
* 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.
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* 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** |
| **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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