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| **Role title** | Procurement Category Manager |
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| **Department** | Procurement |
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| **Business unit or function** | Supply Chain |
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| **Role reports to** | Procurement Manager |
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| **Roles managed** | n/a |
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| **Purpose of the role** | |
| You will be responsible for leading on all aspects of the Sub-contractor and Building Services procurement strategy across all Pan -European Business units, supporting them to deliver the company objectives using Procurement best practise.  You will gather procurement requirements from the Business units to identify areas of opportunity and create robust, sustainable and resilient category strategies that support cost and process efficiency, as well as mitigate potential risks.  This is a brand-new role based within the Central Procurement team focussing on the procurement of Sub-contractors and Building Services at Portakabin. | |
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| **Accountabilities of the role** | |
| * Instigate and develop a collaborative working culture with affected business areas to help support their objectives and to promote the sharing of knowledge and procurement best practice. * Create a robust, sustainable and cost-effective strategy for the nominated category and gain Stakeholder buy in at a senior level. * Negotiation and Contract Management of major spend areas on a Pan-European, National and Regional basis to improve compliance to central policy, increase controlled spend whilst still providing agility through local execution. * Apply appropriate best-in-class techniques to consolidate and leverage the Total Group-wide spend to delivery maximum value whilst incorporating relevant tail-spend management approaches. * Develop high level strategic relationship with key suppliers in respective market sectors as well as with influential organisations / industry bodies that relate to the category. * Develop and maintain a high level of market intelligence in order to provide credible and recognised expertise to a wide range of internal stakeholders. * Supplier Management through regular engagement and collaboration, forging excellent professional relationships and utilisation of defined KPI’s and roll-out of Service Level Agreements. * Apply appropriate risk management methodologies to provide a rigorous framework to protect the business from potential supply disruption or damage to brand reputation. * Management, motivation and development of any direct reports to ensure efficient and effective delivery of Procurement projects and initiatives to meet or exceed expectation. | |
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**Competencies, Skills, Qualifications & Experience**

**Essential** attributes are the minimum requirement for a role holder. Without these attributes, the role could not be performed. **Desirable** attributes would enable the candidate to perform more effectively, but they are not critical to the role.

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| **Competency, Technical Skill or Knowledge** | **Essential** | **Desirable** |
| Strong Supplier Relationship Management | ✓ |  |
| Strategic planning, scoping and execution | ✓ |  |
| Commercial Expertise – Skilled Negotiator and Financially Astute | ✓ |  |
| Change Management – track record of implementation across business areas | ✓ |  |
| Strategic Sourcing, Supplier Evaluation and On-Boarding | ✓ |  |
| Communication – written, spoken and listening, ability to relate at all levels | ✓ |  |
| Risk Management and Mitigation | ✓ |  |
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| **Qualifications** | **Essential** | **Desirable** |
| Professional Qualification: MCIPS or equivalent | ✓ |  |
| Full UK driving license | ✓ |  |
| Educated to degree standard |  | ✓ |
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| **Previous Experience** | **Essential** | **Desirable** |
| Previous experience in Senior Procurement role(s) | ✓ |  |
| Subcontract & Indirect Procurement Knowledge | ✓ |  |
| Legal Aspects / Contract Law |  | ✓ |
| SAP / ERP Systems |  | ✓ |
| Cost Reduction / Savings Realisation | ✓ |  |
| IT Literate | ✓ |  |

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| **Organisation Chart** |
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