



Head of Purchasing – Job Description

(Job Code and Level: PU006)

Definition:

Sources suppliers and develops relationships to negotiate and buy goods, materials and services to meet the Company's operational requirements. This includes supplier selection, tendering and cost estimating.

Procurement is defined as: Sourcing, negotiating and buying of goods, materials and services to meet the Company's operational requirements.

Overall responsibility and accountability for the Purchasing Function which will include people and budgetary management. Integral part of the senior management team or board which determines overall strategy and business decisions.

Overall Purpose of the Role:

Responsible for ongoing management of purchasing strategy and activity and for ensuring optimal supplier performance and price. Develop and implement a strategy to ensure the function is operating in line with the objectives of the business to add value, mitigate supply chain risk and deliver cost savings. Develop and maintain strategic supplier relationships and manage the development of contracts, contractual relationships and contract management to deliver continuous improvement in delivery of goods and services by the supply base. Lead and manage a team of Buyers to deliver the appropriate support to the business to ensure corporate and business development objectives are met. Work alongside the senior management team in contributing to overall business objectives.

Key Responsibilities:

Strategy and Development

- Overall responsibility for Purchasing and Cost Estimating activities across the business
- Create and implement best practice purchasing vision, strategy, policies, processes and procedures to aid and improve business performance

- Ensure that purchasing strategies and processes are in place to meet business objectives and operational needs in terms of price, quality and delivery targets, which enables the company to function and compete effectively in the market to include: Terms and conditions, supplier selection/de-selection, evaluation and rationalisation of supply chain solutions including vendor managed inventory, supplier consignments and safety stock
- Evaluate the challenges faced by the business and take action to mitigate risks and develop opportunities
- Contribute to overall business strategy and annual budget process
- Take ownership of the purchasing policy, guidelines and any associated documents
- Initiate and develop creative and innovative procurement processes (eProcurement)

General and Task Management

- Responsible for managing relationships and negotiating with key suppliers at a senior and strategic level
- Negotiate contract terms with key suppliers to ensure value for money, quality standards and delivery terms with technical and operational input from stakeholders if appropriate
- Craft negotiation strategies and close deals with optimal terms
- Forecast price and market trends to identify changes of balance in buyer-supplier power
- Seek and partner with reliable vendors and suppliers
- Develop an overall vendor base which creates and sustains a competitive advantage utilising global market exploitation, leveraging spends and leveraging technologies
- Develop, implement and maintain a supplier relationship and evaluation process to measure effective supplier performance and compliance
- Ensure professional and consistent supplier management is applied across the supply base in line with the purchasing policy and OJEU guidance
- Work closely with Research Development to source new and alternative raw materials

People Management

- Provide leadership to departments under control. Coach, mentor and develop direct reports and manage a high performing team that delivers continuous improvement, added value and cost reductions
- Set department objectives and monitor ongoing progress and performance
- Ensure strong communication between teams under leadership to facilitate exchange of information and in order to implement change and improvements
- Ensure that the function operates in accordance with any health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and visitors

- Responsible for developing the appropriate organisational structure, resource plans and culture to support the business objectives and customer deliverables
- Provide leadership, coordination and coaching to the team, ensuring they are trained enabling them to achieve the operational and financial metrics within their areas of responsibility and succeed in their roles
- Complete regular performance reviews, manage attendance, holidays, disciplinary issues and procedures as appropriate
- Establish strategy and best practices for staff to ensure achievement of overall business objectives. Work with the Purchasing team to translate strategy into specific annual performance goals and departmental objectives including KPIs,

Financial Budget and Control

- Input and hold responsibility for Purchasing and cost estimating budgets
- Prepare the annual Purchasing budget and forecasts and all Capital Expenditure proposals as well as ensuring compliance with customer and legal requirements. Manage the budget from identification to completion of projects

Relationship Management

- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance
- Work collaboratively, negotiate and engage with key stakeholders to facilitate delivery and compliance with the purchasing strategy
- Communicate with stakeholders the impact of market change and potential effects on supply. Recommend solutions without compromising quality or service while optimising cost
- Contribute to new business initiatives and projects and review and communicate the impact on Purchasing activities

Environmental

- Review environmental strategies that impact on future ways of operating and ensure implementation where possible
- Review the use of technological systems that support a more environmentally friendly approach
- Review opportunities to be as environmentally friendly as possible

Self Management

- Inspire and motivate the team
- Knows, develops the team and consistently manages performance firmly and fairly
- Resilient, optimistic and open to change
- Is self aware
- Shows moral courage, openness and honesty in all dealings
- Is confident, assertive and self assured
- Has an Adult:Adult, collaborative approach to others
- Self motivated and able to work well under pressure

Skills and Attributes:

- Proven leadership and management skills with the ability to optimise team performance and development
- Excellent relationship management skills with the ability to engage, negotiate and manage key stakeholders and suppliers
- Strong and confident negotiator with the ability to negotiate at all levels
- Excellent communication, interpersonal and influencing skills
- Excellent analytical and problem solving abilities
- Results orientated with ability to plan and deliver against project deadlines
- Commercially and financially astute with experience of managing budgets

Qualifications and Experience Levels:

- Educated to degree level (preferably Masters) in a relevant commercial or engineering discipline or equivalent NVQ Level 7 qualification
- Preferably a Fellow or Member of The Chartered Institute of Procurement & Supply (CIPS)
- Demonstrable experience of leading a purchasing function with a proven track record in strategic purchasing leadership delivering effective purchasing strategies, policies, processes and systems
- Ability to add value, reduce costs and make business improvements
- Proven contract management and supplier experience
- Experience of operating and influencing at a strategic level
- Knowledge and technical understanding of automotive processes and components and supply chain management
- Computer literate, especially Excel skills

Example roles this job description may cover:

- Purchasing or Procurement VP
- Purchasing or Procurement Director
- Purchasing or Procurement Manager