

Job Description: Procurement Manager- Projects Works

Function:	Supply Management
Position:	Procurement Manager- Project Works
Job holder:	...
Date (in job since):	n/a
Immediate manager (N+1 Job title and name):	Senior Regional Buyer
Additional reporting line to:	
Position location:	UK (with travel across UK & Ireland region when required)

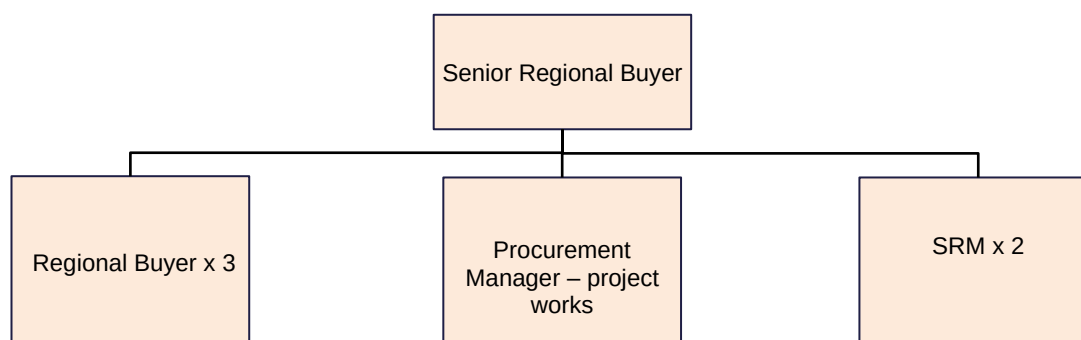
1. Purpose of the Job – State concisely the aim of the job.

- Support the team to define and implement the Project Works category strategy and plans within region (UK&I)
- Develop a national and regional Supply Chain to suit the evolving demand for Projects Works within the Business in all segments
- Outsource, tender and negotiate top value and critical Projects Works (*circa £300k+, or unless otherwise agreed by Senior Regional Buyer*) to deliver savings (both Gross and GP Contributing)
- Closely work in collaboration with each segment and their Project Managers
- Perform supplier performance management, analysis and reporting
- Provide procurement support and Supply Chain advice on Project Works to the Business

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

UK & ROI spend	Responsible for assisting the Business with key analysis and providing support. Have responsibility for procuring Project Works within the UK & I.						
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3. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- To support the *business by leading the procurement of main projects for the UK & Ireland region, in collaboration with the Project Management Community*
- Deliver savings and drive additional purchasing income by volume pooling the awarding of projects to preferred suppliers.
- Design and implement tenders for specific projects over a certain value across the UK&I region
- Responsible for contract documentation set up
- Engage with and support the category manager for Project Works to ensure 100% alignment with the category strategy
- Build a strong network within the Supply Management both at a regional, UK&I and global level
- Work with key stakeholders within Supply Management teams and Projects Management community within each Segment in UK&I
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5. Main assignments – Indicate the main activities / duties to be conducted in the job.

Owning tender process

- Outsource, tender and negotiation
- Develop tender analysis and presenting reports and recommendation to senior management
- Negotiate Sodexo T&Cs, SLAs, pricing and services with Suppliers
- Demonstrate best overall value for money in procurement recommendations
- Manage autonomously the assigned projects under the scope of responsibility.
- Establish close relationship with the account teams on site.
- Ensure a good alignment and on boarding of the key stakeholders within the FM platform
- Generate savings and increase revenues

Alignment with strategic contracts

- Work with category management team to support projects delivery and growth for the UK & I
- Provide reporting and volume analysis

Improve profitability by optimizing agreements of categories under your remit

- Negotiate single work agreements and secure best net prices
- Generate savings and improve commercial terms
- Work with commercial team to deliver best solution per client contract.

Management of Suppliers/ Sub- contractors:

- Develop a structured preferred Supply Chain across all regions of UK&I, ensuring the supply chain is right sized to meet business needs.
- Monitor market trends, study industry standards to manage market risks and opportunities
- Build strong relationship with top and critical suppliers to allow strong supplier relationship management to develop
- Continuously assessing new supply chain options with the category manager, and to ensure it meets market demand
- Monitoring supply chain performance
- Develop innovation and support it being trailed on our Segments

Set up, initiate and maintain professional relationships with the regional supplier network in order to :

- Reinforce the image and the credibility of Sodexo
- Identify the technological developments and innovations from the supplier base

Working with SM Finance to ensure robust reporting and measurement of the Global Supply Management performance.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Procurement lead in charge of supporting Projects delivery and supporting project growth for and with the Business
- Deliver savings (gross and GP contribution) to support Function target
- Right sizing the Supply Chain by ensuring Preferred Suppliers are deployed and used within each region of the UK&I
- Liaise with key stakeholders within Supply management, regionally and globally
- Resolve queries and escalate where necessary
- Schedule and prioritize projects works tendering from A to Z (from business need to project being awarded to Supplier and reviewing Supplier performance)
- Become the Procurement Expert of Project Works in front of the Business

PROFILE

- Experience in Project Works or Hard FM buying / category management (5/7 years)
- Ability to travel across the UK & Ireland as part of the role
- Ability in working in a multi-cultural and matrix environment
- Experience in managing procurement tenders
- Strong excel based skills (Advance Excel)
- Strong presentation skills both verbally and written Graduate calibre and working towards CIPS/ISM or equivalent qualification
- Team player with excellent communication and influencing skills
- Financial acumen and result orientated
- Fluency in English

FM Hard FM - focus:

- Experience of Private, Pharma, Heath or Public Sector FM Operations
- Experience in Hard FM/ Projects Works/ Professional Services Consultancy sub categories
- Experience of managing sub-contractors across Hard FM
- Knowledge of Construction and Civils 'project' works procurement methodologies

Skills

- Strong negotiation and contract management skills
- Excellent analytical and problem solving abilities
- Ability to manage multiple projects and priorities simultaneously
- Strong stakeholder engagement skills
- Ability to work on independently and as part of a team
- Innovative thinking and solutioning
- Commitment to sustainable principles and ethical sourcing
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Competencies

- Growth, client & customer satisfaction, quality of services provided
- Rigorous management of results
- Innovation and Change
- Commercial Awareness