

# Job Description: Procurement Officer



Function:	Universities
Job:	Procurement Officer
Position:	
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Contracts and Compliance
Additional reporting line to:	Head of FM and Workplace Experience
Position location:	Contract Based / across the 3 university campuses as and when required

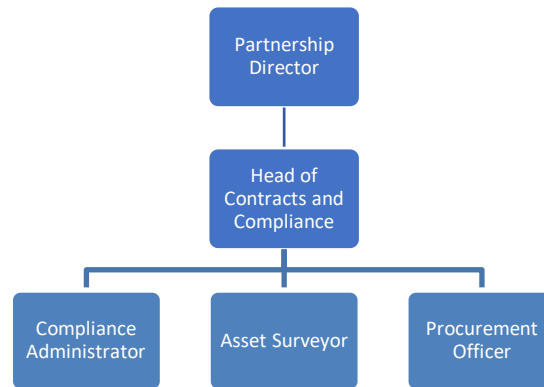
## 1. Purpose of the Job – State concisely the aim of the job.

- Reporting to the Head of Contracts and Compliance. The Procurement Office will ensure that the liaisons between Sodexo and their associated supply chain is managed in accordance with the contract demands.
- Ensure all data relating to the supply chain is accurate, Power Bi is kept up to date and as current as possible.
- To effectively support the Head of Contracts and Compliance in negotiating contract specific pricing terms and value for money in both fixed contract and reactive sub-contractor maintenance
- To link in with Sodexo's wider Supplier Services team to assure that all sub-contractors are vetted and approved and part of the preferred supplier's lists.
- To support the value for money offerings to the wider client team
- To support the routine checks of sub-contractors and service partners, to assure that all suppliers have the relevant insurance and liabilities required to operate on the contract.
- To proactively assist in reviewing the market for new and potential money savings from considered tendering of all provisions.
- Liaison with all University of Greenwich management teams for final sign off all suppliers.
- Support the Head of Contracts and Compliance as and when required and during peak times throughout the year.

## 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.

Revenue FY24:	£20 m	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc						
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Cash conversion:	tbc						

**3. Organisation chart** – Indicate schematically the position of the job within the organisation. 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.

- Procurement Operations
- Vendor Management
- Compliance and Reporting
- Cost Control
- Collaboration and Support
- Continuous Improvement

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- **Procurement Operations:**
  - a. Ensure timely delivery of goods and services.
  - b. Support the Head of Contracts to negotiate pricing, terms, and conditions with suppliers to achieve cost savings.
  - c. Obtain competitive quotes from vendors for Facilities management activities, ensuring value for money services for Sodexo and our client.
- **Vendor Management:**
  - a. Develop and maintain strong relationships with vendors and suppliers.
  - b. Evaluate supplier performance and resolve any supply issues.
  - c. Work closely with Category Managers to align procurement activities with category strategies.
  - d. Collaborate to identify opportunities for cost savings, supplier rationalisation, and process improvements.
  - e. Maintain an approved vendor list and update records as needed.
- **Compliance and Reporting:**
  - a. Ensure procurement activities comply with organisational policies and legal requirements.
  - b. Maintain accurate records of purchases, contracts, and other documentation.
  - c. Support the Head of Contracts and Head of Finance to prepare regular reports on procurement activities, including cost analysis and savings achieved.

**6. Accountabilities** – Give the 3 to 5 key outputs of the position

- **Cost Control:**
  - a. Identify and implement cost-saving initiatives.
  - b. Monitor budget adherence for procurement activities.
- **Collaboration and Support:**
  - a. Work closely with internal departments to understand procurement needs.
  - b. Support project teams with sourcing requirements and cost estimation.
- **Continuous Improvement:**
  - a. Stay updated on industry trends and emerging suppliers.
  - b. Recommend and implement improvements to procurement processes.

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Bachelor's degree in business, Supply Chain Management, or a related field / or equivalent experience
- Proven experience in a procurement or supply chain role.
- Strong negotiation and communication skills.
- Excellent analytical and problem-solving abilities.
- Proficiency in MS Office applications.
- Knowledge of procurement regulations and best practices.

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Attention to detail and organisational skills	▪ Ability to work under pressure and meet tight deadlines
▪ Strong interpersonal skills	▪ Innovation and Change
▪ Proactive approach to identifying and solving challenges	▪ Ability to work both directed and to follow their own instinct
▪ Commercial Awareness	

**9. Management Approval** – To be completed by document owner

Version	1	Date	16/12/24
Document Owner	Fiona Stewart		