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Job Description:

Supply Chain Data Analyst

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| Function: | **Supply Management** |
| Position: | **Supply Chain Data Analyst** |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager  (N+1 Job title and name): | **Head of Supply Chain** |
| Additional reporting line to: | N/A |
| Position location: | Stevenage, Salford or OSR |

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| **1. Purpose of the Job** – State concisely the aim of the job**.** |
| The purpose of this role is to support Supply Management in facilitating decision making and identifying efficiencies through in-depth analysis of supply chain data. Production and maintenance of a variety of high-quality datasets, reports and presentations to meet regular and ad-hoc requirements for statistical supply chain data and information including responsible sourcing. |

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| **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. | | | | |
| Supply Chain Data |  |  |  |  |
| Responsible for analyzing supplier related data across covering  circa £800m spend |
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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. |
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| Head of Supply Chain  Supply Chain Data Analyst |

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| **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. |
| * Develop a suite of management information that supports business need/priorities, developing reports in line with business strategy & direction * Ad hoc reporting & analysis in line with overall Procurement activity * Assist with the commercial analysis of supply chain initiatives including but not limited to product rationalisation, service and logistics efficiencies * Provide useful & timely reports to respective supplier relationship leads and senior management * Support the implementation of a robust supplier performance management process through consistent analysis i.e., performance, logistics data, customer satisfaction, supply solutions logs. Develop structure for SES. * Maintaining supply chain data records * Preparing reports for regular supplier and/or client meetings * Support Head of Responsible Sourcing with analysis of data to support delivery of the Responsible Sourcing strategy and to meet the reporting and governance demands of internal and external stakeholders |

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| **5. Main assignments** – Indicate the main activities / duties to be conducted in the job. |
| **Alignment, Strategy & Deployment**   * Understand the dynamics and key drivers of the segment marketplace and support the segment to drive to improved profitability and efficiency through provision of tangible supply chain data * Support the preparation of meetings with suppliers at various management levels including Top to Top meetings involving platform directors / other key contacts * Understand overall reporting needs of Supply Management and create a structure around this   **Governance**   * Support supplier/client review meetings by preparing reports confirming performance to Sodexo KPI’s * Prepare reports for regular supplier and/or client meetings * Be the master owner of the relationship map for the suppliers in scope including contact details for the key stakeholders from levels 1 – 6. * Support the delivery of supplier briefings/forums required from time to time to update the supply chain on key Sodexo priorities.   **Contract Management**   * Support Category Management during Category Review through provision of accurate and meaningful supply chain data & feedback to enable the creation of a Category Plan * Support the creation of service/goods SLA / KPI's which are tailored to individual category requirements for inclusion within supplier agreement to ensure the end-to-end data management process is considered.   **Performance Management**   * Support the implementation of a robust supplier performance management process including;   + Develop supplier/category dashboards to analyze key trends and summarise in clear communication to stakeholder’s dependent on category.   + Developing and implementing joint two-way score cards to capture performance and improvement of in scope suppliers and manufacturers   + Review & Manage KPI Performance of supplier   + Complete customer satisfaction surveys with operations to gather a clear understanding of the Net Promoter Score of in scope suppliers and manufacturers   + Own the review of Supply Solutions complaints data pro-actively & provide guidance to Supplier Relationship leads / senior management on key trends/themes which need to be resolved.   + Support the calculation of supplier performance penalties/credits due to Sodexo were applicable.   **Responsible Sourcing**   * Deliver data insights on a regular and ad hoc basis to support the delivery of the UK&I Responsible Sourcing Strategy allowing informed decisions to enhance its delivery. * To take a lead role in the data collation and completion of regular reporting obligations (including but not limited to Better Tomorrow reporting, Cabinet Office reporting). Collaborate with internal stakeholders to ensure on time and accurate submissions of reports.   **Continuous Improvement & Innovation**   * Assist with the commercial analysis of supply chain budget initiatives which optimize the products/services provided by the supplier to improve quality and reduce the Total Cost of Ownership (TCO) * Track and report specific savings achieved to commercial accounts / finance.   **Supply Chain Management**   * Support the supply chain planning of site openings, major events, major changes from a demand forecasting / stockholding perspective. * Support the management of our stock positions with in scope suppliers & manufacturers including forecasting, underwriting, monitoring, risk mitigating to ensure the business maintains access to the goods they require as much as practicably possible. * Provide useful & timely reports to respective supplier relationship leads and senior management |

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| **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. |
| * Meeting data analysis needs of Supply Management, both proactive and ad hoc * Have created a structure to deliver accurate Responsible Sourcing reporting * Supplier Performance Management strategy is implemented, and the supply chain performance data is being consolidated across the in-scope suppliers and manufacturers on an agreed frequency * Business reports with recommendations for improvements to supply chain performance / efficiency are regularly shared with the supplier relationship management team and / or senior management |

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| **7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Experience of data analysis and reporting and the ability to analyse data and make appropriate recommendations to improve and recover service in support of operational performance, margins and sales * Excellent numeracy and problem-solving skills with the ability to confidently handle numbers and/or undertake statistical analysis * Good IT skills in a Microsoft Windows environment including Word, Excel, PowerPoint, MS Project and Power BI. Particular emphasis on use of Excel & Power BI to consolidating large volumes of data into user friendly formats (dashboards, charts, tables etc) * Strong oral and written communication skills with the ability to communicate at a variety of levels including presenting results in a structured and professional manner * Reliable and able to demonstrate initiative when working with minimal supervision * Trustworthy and discrete in dealing with highly confidential material * Good attention to detail * Be able to work to deadlines * To be able to demonstrate a flexible ability to predetermine workload demand and prioritisation skills, to be able to identify the urgent business need for support. |

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| **8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires | | | |
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|  | Rigorous management of results | Planning and Organisation |  |
| Growth, Client & Customer Satisfaction  / Quality of Services provided | Working with others |
| Commercial Awareness |  |
| Innovation and Change |  |
| Business Consulting |  |

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| **9. Management Approval** – To be completed by document owner | | | | | |
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|  | **Version** | 2 | **Date** | Feb 2025 |  |
|  | **Document Owner** | Head of Supply Chain | | |  |