

Job Description:
Integrator Supply Chain Manager

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| Function: | Integrator - Supply Chain Manager |
| Job:  | Supply Chain Manager  |
| Position:  | Supply Chain Manager |
| Job holder: | n/a |
| Date (in job since): | n/a |
| Immediate manager (N+1 Job title and name): | Head of Supply Chain Management |
| Additional reporting line to: | n/a |
| Position location: | Leeds  |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To take ownership of the management of a designated category or a category portfolio and manage the sustained delivery of optimum Supplier performance to Sodexo and the Clients agreed SLA’s.
* To develop appropriate supplier and customer relationships in line with agreed strategy for a specific category or a category portfolio in a managing agent/integrator model.
* Provide strategic advice to the Client and Senior Leadership Team to inform their Policy on the financial; risk; innovation aspects of the category
* Agree the SRM and Performance Management Plan with the Head of Supply Chain Management and have oversight of all elements of the governance process
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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. |
| * Spend Under Management = TBC
* Locations Under Management = TBC
* Key Supplier Relationships = TBC
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| 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. |
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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. |
| * Leadership - build and maintain category expertise to enable strategic advice to the Client and Senior Leadership Team to inform their Policy on the financial; risk; innovation aspects of the category across all functions
* Governance - Agree and document all contract administration processes, required documentation, meeting/reporting timetables for all parties and required roles therein
* Relationships - establish and develop excellent working relationship with the Client; Customers; Suppliers, internal functions and other relevant external bodies
* Risk Management – working with the compliance team ensure the supply chain meets its Health and Safety obligations and carries out commensurate corrective action where necessary
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Ownership of the governance process for portfolio of suppliers and oversight of their operational management
* The on-going performance; commercial and risk management of the portfolio of suppliers
* Identification of Continuous Improvement opportunities within the supply chain
* Support the Client in the Procurement of their supply chain as necessary, including drafting any contract variations within the contract administration process
* Ad hoc Project work as agreed by Line 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. |
| * Through detailed analysis of management information, ensure contractual obligations are delivered and sustained with respect to supplier KPI’s, managing corrective action activities as necessary.
* Detailed analysis and verification of savings delivery to the Client from Category Management activities.
* Identify risks in the supply chain, report and mitigate via formal risk management process.
* Manage and report on supplier performance and oversee the development of corrective actions
* Development and execution of category strategy and supplier development plans as agreed by Line 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 |
| * Graduate calibre with Professional Stage CIPS qualification or equivalent relevant Professional Qualification
* Sufficient and relevant experience of solving problems by delivering solutions in an administrative; customer service; supplier related environment
* Specific relevant depth of category experience in property management related contracts including Security; Hard & Soft FM; Energy
* Excellent communication skills to enable the development of strong, sustainable relationships both internally and externally
* Strong commercial acumen with a proven track record in delivering financial performance
* Experienced in drafting & negotiating supplier contracts
* Understanding of “Continuous Improvement Programme” implementation with Strategic Suppliers
* Knowledge of Supplier and Customer Relationship Management tools and techniques and their application
* Demonstrable Project Management experience or qualification
* Knowledge and implementation of risk management strategies and processes
* IT Skills – Good working knowledge of current category platforms as well as standard office platforms, including:
	+ Word – create and edit documents and reports
	+ Excel – able to use intermediate data analysis tools
	+ PowerPoint – intermediate level
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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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| **Competency** | **Key Areas** |
| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Focusing on client and customer
* Strategy and implementation
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| * Rigorous management of results
 | * Business and financial acumen
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| * Leadership & People Management
 | * Leading for excellence
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| * Innovation and Change
 | * Intellectual agility and eagerness to learn
* Personal and influencing skills
* Driving for change
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| 9. Management Approval – To be completed by document owner |
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| Version | 1.0 | Date | 30th May 2017 |
| Document Owner | FM |

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