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Job Description:   
Head of Indirects & Non-Food Consumables

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| Function: | | | **Supply Management** | | | | | | | | |
| Position: | | | **Head of Indirects & Non-Food Consumables** | | | | | | | | |
| Job holder: | | |  | | | | | | | | |
| Date (in job since): | | | n/a | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | **Supply Management Director UK & Ireland** | | | | | | | | |
| Additional reporting line to: | | |  | | | | | | | | |
| Position location: | | | UK&I | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | |
| * Lead Indirect & non-food consumables Category management team, design and implement the assigned categories within the scope of responsibility * Drive efficiency and commercial competitiveness for the UK & I * Manage alignment with global supply management buying teams * Stakeholder management throughout the business * Responsible for category team with spend range of £200m plus * To manage a team of Category Managers | | | | | | | | | | | |
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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. | | | | | | | | | | | |
| UK & ROI spend |  |  | |  |  |  |  |  | To manage a team of Category Managers between 2 & 3 |  | |
| Responsible for portfolio of categories with spend range of £200m plus depending on complexity | |  |
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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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| 1. **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 lead an overall sourcing strategy across the UK & ROI covering both technical and quality requirements for the indirect spend & non-food consumables * Key categories include;   + Indirect - Agency labour, mobility, IS&T inc telecoms & professional services   + Non-food consumables – Office supplies, PPE, packaging & disposables * Design and Implement category strategies which significantly improve the commercial performance at a regional level whilst maintaining compliance to company policy and standards and mitigating all risk. * Engage with the global buying teams in an active collaboration for developing categories globally * Build a strong network within the Supply Management both at a regional and local level * Build a strong network within Service Operations at a regional level * Be able to take into account the differences between the UK and ROI geographical requirements and business needs when developing the sourcing strategy * Design and implement adequate strategies to achieve high performance meanwhile ensuring continuity and risk mitigation * Ensure the relevant due diligence and buying process is adopted across all categories within remit. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Team Management * Manage autonomously the assigned categories under the scope of responsibility. * Establish close relationship with the Supply relationship management and Deployment teams * Ensure a good alignment and on boarding of the key stakeholders within Head office departments & indirect spend areas * Generate savings and increase revenues * Improve profitability by optimizing agreements and alignment with global contracts * Negotiate regional agreements and secure best net prices * Generate savings and improve commercial terms * Implement and monitor of KPI’s to measure progress * People Management * Manage a team of 4 upwards procurement professionals or development towards * Lead and develop the team through the right training and career steps * Ensure the relevant succession planning is in place * Working with Supply Management Finance to ensure robust reporting and measurement of commercial performance   Work closely with internal departments to ensure sourcing strategy is aligned to business demands |
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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. |
| * Develop the category sourcing strategy for all categories under your remit with a clear focus to plan effectively. * Set and deliver ambitious annual savings objectives to deliver the regional target achievement * Build a strong expertise across the categories managed * Develop, attract and retain excellent Supply Management professionals (internal & external) * Instruct the supply base to provide innovation to the category |

**Person specification**

* Highly capable senior leader with extensive people management experience and a strategic mindset
* Proven experience leading a category management/ buying function
* Indirect category experience is desirable but not mandatory
* Excellent stakeholder management and engagement skills
* Ability to influence and deploy change
* Demonstrable track record of complex contract negotiation
* Excellent external networking capabilities
* Team player with excellent communication skills
* Financial acumen with a commercial mind
* Result orientated with the ability to present results in a structured and professional manner
* Strong project management skills
* Ability to work in a multi-cultural and matrix environment
* Graduate calibre with CIPS/ISM or equivalent qualification preferred

**Competencies**

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