

# HEAD OF PROCUREMENT

## - FM, UK&I

Jan 2021

EXPERTISE



## ABOUT SODEXO

### Who are we?

We are 460,000 people touching the lives of 100 million consumers on a daily basis. From dietitians, healthcare workers and receptionists to electricians, senior care providers and cooks, we seek to make every day a better day. Working in our more than 100 professions, **we share a passion for serving others.**

We offer our clients services that make life better for their employees and consumers. Our teams make the places where people work more comfortable and friendly. Our chefs add flavor at mealtimes. Our specialists keep hospital rooms spotless to help patients heal. Our solutions make it easier to manage business expenses. **We work to improve quality of life**, helping people to be more satisfied and productive. By contributing to individual well-being, we help clients enhance the performance of their organizations.

KEY FIGURES AS OF AUGUST 31, 2019

**22**  
billion euro in  
consolidated revenues

**470,000**  
employees

**67**  
countries

**100**  
million consumers  
served daily

**#1**  
France-based  
private employer  
worldwide<sup>(1)</sup>

**69%**  
employee  
engagement rate<sup>(2)</sup>

**#1**  
in its industry sector  
in both the Dow Jones  
Sustainability Index (DJSI)<sup>(3)</sup>  
and the 2019 SAM  
Sustainability Yearbook<sup>(4)</sup>

**#2**  
in its sector  
among Fortune  
magazine's 2019 list of  
World's Most Admired  
Companies

**and #1**  
in the categories of  
Innovation and Social  
responsibility

Source: Sodexo

<sup>1</sup> 2019 Forbes Global 2000 ranking.

<sup>2</sup> 2018 employee engagement survey sent to 386,262 Sodexo employees of whom 62% responded.

<sup>3</sup> The Dow Jones Sustainability Indices (DJSI) provide a global ranking of the companies most advanced in the area of sustainable development. They are jointly compiled by the Standard & Poor's Dow Jones Indices and SAM.

<sup>4</sup> The SAM Sustainability Yearbook is the world's most comprehensive publication on corporate sustainability performance. More than 2,600 companies were evaluated according to economic, financial, social and environmental indicators.

### Our Mission

Improve the quality of life of our employees and those we serve, and contribute to the economic, social and environmental development of the communities, regions and countries in which we operate.

### Our Values

The commitment and dedication of Sodexo employees reflects the company's shared values: **Service Spirit, Team Spirit** and **Spirit of Progress**.

We bring these values to life through specific managerial behaviours.

#### Service Spirit

- Clients and consumers are at the centre of everything we do.
- To serve them well on a daily basis, we have to demonstrate our availability and responsiveness, to anticipate their expectations and to take pride in satisfying them.

- Sodexo has become a global company but we remain locally-focused; our managers in the field are true entrepreneurs, close to their clients and empowered to make decisions.

### Team Spirit

- It is an absolute need in all of our operations, our business units and administrative offices, as well as in our management committees.
- Each person's skills combine with other team members' knowledge to help ensure Sodexo's success.
- Teamwork depends on the following: listening, transparency, respect for others, diversity, solidarity in implementing major decisions, respect for rules and mutual support, particularly in difficult times.

### Spirit of progress

- It is manifested through:
- Our will, but also the firm belief that one can always improve on the present situation.
- Acceptance of evaluation and comparison of one's performance, with one's colleagues in the company or with one's competitors.
- Self-assessment, because understanding one's successes as well as one's failures is fundamental to continuous improvement.
- A balance between ambition and humility.
- Optimism, the belief that for every problem there is a solution, an innovation or some way to progress.

### Social Impact

Doing business in a good way has been part of Sodexo's corporate values for more than 50 years. We know our business touches millions of people every year and we want each and every impact to be positive. From how a person is greeted and where we source our food, to how we reduce our carbon footprint and support communities in times of crisis, we aim to make a tangible difference to people's lives and increase our social value.

### Food with a conscience

Food choices matter. They matter for our health, the environment and for the women and men who work hard to get it to our plates. Our chefs and supply experts ensure that the food we serve is nourishing, responsibly sourced and of great quality.

### Climate change

We design sustainable solutions which help us, and our clients, to achieve our sustainability goals. As a service provider, we want to promote local development, source responsibly, reduce carbon emissions and to encourage our customers to make healthy lifestyle choices.

### Inclusion

We employ locally and we serve locally. From the highlands of Scotland, to a school in your local suburbs, our employees are also your neighbours. It's natural for us to work together solving local challenges, creating equal opportunities and contributing to economic development.

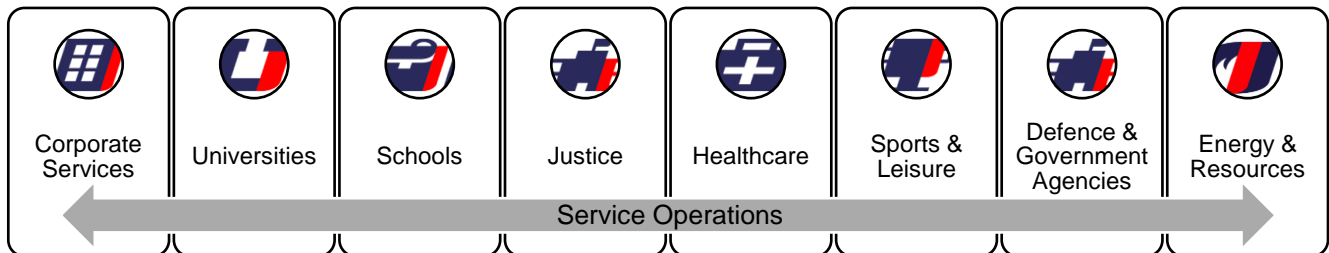
### Our commitments

At Sodexo we are committed to delivering services that achieve value, better outcomes and improve quality of life. View our [Our Social Value Impact Report](#)

### Our Awards

View a list of our [Awards and Achievements](#)

### OUR SEGMENTS



### SERVICE OPERATIONS

Service Operations is committed to supporting segment teams with world-class expertise to bring the best of Sodexo to all our clients and consumers.

We collaborate with segment teams to support the growth of the business through an understanding of their needs, challenges and opportunities. We provide bid support and develop processes and ready-to-use solutions for improving their services to clients.

There are fantastic things happening in Sodexo every day. Service Operations draws together best practices, expertise and knowledge with the aim of helping sites improve their performance in the food and FM services they deliver, through new services, better processes, contract optimization and innovation.



### SUPPLY MANAGEMENT

The supply management function uses its professional buying, supply chain deployment, operational support, data and vendor Governance teams to ensure clients receive the highest quality, best value and professionally deployed product or service.

Our purchasing policies guarantee the quality of our sourced products and encourages our suppliers to embrace our principles: loyalty, respect for people, transparency and business integrity, which are part of our Better Tomorrow 2025 objectives.

Sodexo's sustainable procurement policy focuses on sustainability, seasonality and provenance. We continually review our logistics arrangements in order to reduce delivery miles.

## ROLE PROFILE

### Purpose of the Job

- Lead 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 £300m plus
- To manage a team of Category Managers and Regional Buyers

### Context and Main Issues

- To lead an overall sourcing strategy across the UK & ROI covering both technical and quality requirements for the service line requirements within Hard and Soft FM.
- 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.

### Main Assignments

- 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 the FM platform
  - 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
- 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
- People Management
  - Manage a team of 6 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 platform directors (Soft & Hard FM) to ensure sourcing strategy is aligned to business demands

### Activities

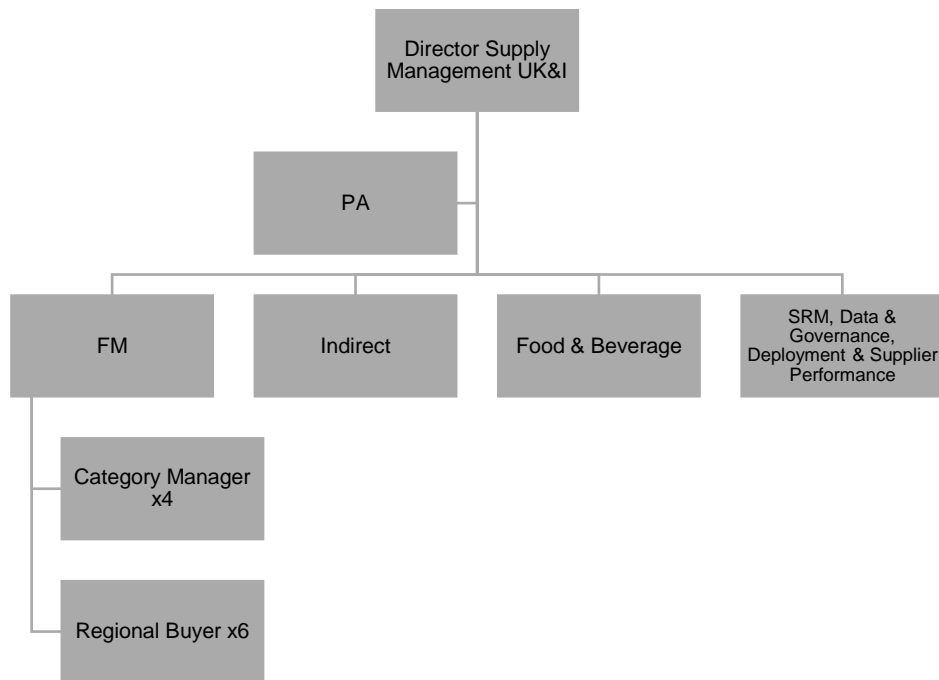
- Develop the category sourcing strategy for all categories under your remit with a clear focus to plan effectively.
- Set and deliver ambitious annual savings objectives to deliver the regional target achievement

## Candidate Brief

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- 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

### Organogram



### The Ideal Candidate

- Highly capable senior leader with extensive people management experience and a strategic mindset
- Proven experience leading a hard and soft FM category management function
- Experience deploying and managing a regional buying programme
- 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

### Travel Requirement

National travel will be required in this position.

## Candidate Brief

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International travel may be required in this position.

### Remuneration

<b>Base salary</b>	C £85,000 per annum
<b>Pension</b>	Matched pension contribution up to 6%
<b>Car Allowance</b>	£8,000 per annum
<b>Bonus</b>	20% discretionary bonus
<b>Medical Cover</b>	Flex fund allowance of £1,300 to cover the cost of single or family plan Bi-Annual Health Check (value £500)
<b>Additional Benefits</b>	Access to Sodexo Discounts
<b>Annual Leave</b>	25 days increasing to 28 days after 3 years service Additional annual leave can be purchased up to 10 days

