

# Job Description: Senior Business Partner



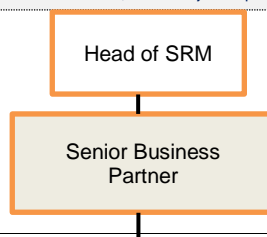
Function:	Service Operations
Position:	<b>Senior Business Partner</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of SRM
Additional reporting line to:	
Position location:	

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

- Team leader for Business Partner team and acting as business partner for one segment
- The Business Partner role has 4 key areas:
  1. Relationship Management: leading the relationship between segment and Supply Management. Responsible for being the voice of SM within segment & vice versa, understanding the segment strategy and how SM contribute. Forming strategic relationships with segment Exec and any other influential contacts identified ensuring we're part of their strategy planning & implementation and they're aware how SM works e.g. processes – segment/platform create the brief, SM own the supply chain. Also bringing the voice of the segment back to SM and ensuring SM leadership are aware & aligned with segment strategy.
  2. Initiative Maximisation: communicating SM initiatives to segment as per segment engagement process and working with segment to maximise compliance to deals or core spend to drive commercial benefit for the segment.
  3. Bids: managing relationship with BIGS and segment, leading SM interaction for all medium to complex segment bids. Ensure Supply Management collateral is available and up to date for the bid team to utilise. To be an integral part of any bid ensuring the right supply chain for the right bid is proposed. Communicate bid activity across SM
  4. Mobilisations: managing relationship with BIGS and segment, leading SM interaction for medium to complex segment bids. Given the support for bids this should be a streamlined follow on process. Coordinate activity across SM to mobilise efficiently and compliantly. Communicate mobilisation activity across SM

### 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.


### 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.



Segment Business  
Partner

**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.

- Work with the Segment Business partners to support the understanding of the segment strategy.
- Support and embed vendor changes as required driving standardization and efficiency through the organisation. Ensure the central communication is appropriate and sent to all key stakeholders (as per engagement process) in the business to action, to aid the delivery of predictable quality and support the Supply Management commitment to deliver improvement and efficiency.
- Ensure strong professional leadership of the Business Partner team to ensure all staff in the team are clear about their role, have a complete customer focus, and understand how they contribute to the strategic direction of Sodexo
- To lead four key pillars of deployment – initiative delivery, bids, mobilization and compliance.
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**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Lead and support the team of Segment business partners, ensuring they have the knowledge and broader understanding to support their relevant segment
- Understand the dynamics and key drivers of the segment market place.
- Liaise with Segment Business partners to support the drive to improve profitability and efficiency in operations.
- Establish team goals, objectives, and operating procedures
- Integrate with business segments at all levels – Exec Team, Operational Directors, Account Directors and managers.
- Manage Purchasing Compliance and analytical reporting for the Business.
- Support as required complex bids
- Co-ordination of vendor on boarding and product sourcing for the Mobilisation and Implementation teams to ensure a smooth new site opening.
- Advise and communicate to the Supply Management teams any new relevant strategy changes affecting the Segment that will impact on service delivery and proactive manage any changes needed.
- Communicate any new buying/vendor/product changes to the business as required.
- Manage specific projects as identified by teams within Service Operations and Segment Business Partners.
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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.

- Understand and support Sodexo's drive for growth and improvement in profitability at Segment.
- Ensure the appropriate supply chains are in place to support bids & mobilisations and on-going business growth.
- Work proactively alongside the buying team, on category vendor spends to maximise optimum profitability for Sodexo through core compliance purchasing.
- Ensure that the Vendor Governance processes and protocols are cascaded and adopted throughout the organisation.
- Set and deliver ambitious annual joint objectives to deliver value across the supply chain
- Develop, attract and retain excellent Supply Management professionals (internal & external)
- Foster the development of innovation across the Supply base for all aspects of service delivery.

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

- Strong communication skills with the ability to communicate at all levels across the organisation.
- Be able to build and maintain strong relationships at all levels of the business.
- To be aware and be able to articulate the understanding of the commercial impact of the varying business models in the organisation.
- A financial awareness and ability to analyse data and make appropriate recommendations to improve gross margins and sales
- A strong ability to influence effectively at all levels, especially in regards to company policies and processes.
- Be organised, methodical and self-motivated whilst having an ability to work independently or as part of a team.
- To be able to demonstrate a flexible ability to pre determine work load demand and prioritisation skills, to be able to identify the urgent business need for support.

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

▪ Relationship Management	▪ Planning and Organisation
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	▪ Working with others
▪ Employee Engagement	Impact and Influence
▪ Learning & Development	

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

Version		Date	
Document Owner			