## Buyer – level 2

|  |  |
| --- | --- |
| **Generic title** | Manager – 3 |
| **General Description** | A technical or functional role expected to deliver closely defined tasks within company procedures and industry standards. The person will receive clear guidance.In operations they will supervise teams of trades or provide engineering and construction functions. They will provide technical services (engineering, construction) on a site or project.In commercial they will work in a team of estimators, surveyors or designers. They may supervise small groups working on a specific task. |

## Competencies

|  |  |
| --- | --- |
| **Achieving Results** | Will set goals for self in own work environment Demonstrates enthusiasm for the job |
| **Analytical thinking and decision making**  | Using personal experience and systematic approach to arrive at decision on straightforward issues |
| **Communication** | Communicates positively with clarity and understanding Presents information in a structured wayDemonstrates confidence when communicating in own subject  |
| **Dealing with change** | Positive attitude to change with presentedContributes to change in own area of work  |
| **Teamwork** | Contribute to overall team objectivesUnderstand how to be part of a team Regularly cooperate with team members |
| **Leadership** | The capacity to assume some level of influence within a team  |
| **Managing resources**  | Works effectively within time and budget of constraints set by othersLooks to complete on schedule and recover slippage |
| **Negotiation**  | The ability to discuss and agree priorities |
| **People Development**  | Can respond within tested frameworks of development to identify own needs Uses personal experience to build own skills  |

## Role definition

|  |  |
| --- | --- |
| **Summary of role**  | Procure materials, goods and services to programme and to the commercial advantage of the company. Supervise the day to day running of the materials desk.  |
| **Responsibilities and accountabilities**  | Purchase materials to specificationEnsure supply to programmeMaximise profitability and minimise riskHelp achieve Perfect DeliveryMaintain existing and develop supply basePromote improvements to and ensure compliance with safety, health, sustainability and quality requirements and expectationsEnsure compliance of materials and services to specificationMaintain and utilise standard documentationAdhere to “Delegated Authorities”Comply with group and business unit supply chainPrepare and issue reports as requiredEffectively communicate with other departmentsIdentify and agree personal objectives and development needs through appraisal systemProactively develop market and technical awarenessSupport colleagues in their rolesSupport purchasing strategyProvide technical advice and supportPromote professional behaviour/ethical approachMonitor and feedback on supplier performanceEnsure regular communication and development of supplier relationshipsUndertake problem resolution and seek support, where appropriateDeputise during absence of colleaguesDevelop and recommend new supplier relationships |
| **Qualifications, training and technical knowledge**  | Working towards membership of the Chartered Institute of Purchasing and Supply (CIPS) or equivalent qualification, knowledge, skills and trainingRelevant experience and knowledge of procurement practices and processesProven capability within a procurement capacity preferably with construction or traditional civil engineering sector experience |
| **Attributes and skills**  | Ability to work in a team environment contributing across a project, site or areaGood supervision skills, with the ability to motivate self and small teams to perform specific tasksGood planning and time management skillsAbility to contribute to meeting standards and specifications Ability to work well either alone or as part of a teamSound knowledge of construction practises and standards within their subject Specialist knowledge in chosen fieldGood writing, analytical and problem-solving skillsAbility to follow oral and written instructionsAbility to handle situations and problemsKnow when to ask for help and guidance  |