## Buyer – level 2

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| **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

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| **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 way  Demonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change with presented  Contributes to change in own area of work |
| **Teamwork** | Contribute to overall team objectives  Understand 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 others  Looks 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

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| **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 specification  Ensure supply to programme  Maximise profitability and minimise risk  Help achieve Perfect Delivery  Maintain existing and develop supply base  Promote improvements to and ensure compliance with safety, health, sustainability and quality requirements and expectations  Ensure compliance of materials and services to specification  Maintain and utilise standard documentation  Adhere to “Delegated Authorities”  Comply with group and business unit supply chain  Prepare and issue reports as required  Effectively communicate with other departments  Identify and agree personal objectives and development needs through appraisal system  Proactively develop market and technical awareness  Support colleagues in their roles  Support purchasing strategy  Provide technical advice and support  Promote professional behaviour/ethical approach  Monitor and feedback on supplier performance  Ensure regular communication and development of supplier relationships  Undertake problem resolution and seek support, where appropriate  Deputise during absence of colleagues  Develop 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 training  Relevant experience and knowledge of procurement practices and processes  Proven 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 area  Good supervision skills, with the ability to motivate self and small teams to perform specific tasks  Good planning and time management skills  Ability to contribute to meeting standards and specifications  Ability to work well either alone or as part of a team  Sound knowledge of construction practises and standards within their subject  Specialist knowledge in chosen field  Good writing, analytical and problem-solving skills  Ability to follow oral and written instructions  Ability to handle situations and problems  Know when to ask for help and guidance |