

Job Code **Supply Chain Manager**

Reporting to: Regional Commercial Director

Purpose: Management of the supply chain to enhance the trading relationship with subcontractors, manufacturers and distributors in order to nurture best practice, optimise specification / approach and lever best terms and commercial certainty.

Region: Midlands

Based: Birmingham Office

Achieving Results

- Delivery of the business needs of all stakeholders.
- Refinement and improvement of all aspects of performance of the supply chain.
- Enhancement of the efficiency of procedures associated with supply.
- Attainment of best practice by consultation with the supply chain.
- Maintenance of cost reliability and certainty.
- Enhancement of value and / or identified of cost savings.
- Maximise rebate earning potential.
- For Lovell to be recognised as the 'customer of choice'

Managing the Process

- Manage Vendor Registration process and database of both Vendor Registered subcontractors and potential subcontractors to the business.
- Interface with the Central Procurement Department to promote compliance with Lovell supply arrangements.
- Develop, optimise and manage specific trade specifications, trade requirements and inclusions within individual packages.
- Manage and co-ordinate the supply chain to optimise approach and detailed aspects of specifications.
- Maintenance of business allocations and input into future allocation strategy.
- Co-ordinate forward requirements with the broader supply chain.
- Collation and management of monthly Subcontractor Performance Appraisals and the summary and cascade of results to the business.
- Completion of subcontractor reviews, setting of improvement targets, 360' feedback and agreement of individual supply strategies.
- Management of supply chain improvement strategies to eliminate waste, improve efficiencies and consider technology.
- Review and maintenance of documentation in reaction to statutory changes and to promote best practice.
- Cost benchmarking and maintenance of a cost base to support tendering and procurement activity.
- Identification of additional and appropriate new supply chain partners and nurturing of their introduction.
- Act as a central point of contact for supply chain concerns and issues.
- Review and management of the procurement approach.
- Procure and manage regional supply arrangements for common subcontractor.

Serving the Customer (Internal and External)

- Identify appropriate Subcontractors to participate in enquiries and foster adequate market support to provide confidence in the cost of works to be sublet.
- Identify additional, appropriate and local supply chain partners to provide resilience for tendering and delivery in any new geographical area growth areas.
- Resolve subcontract concerns and issues; actively engage to management the speedy resolution of any problems.
- Arrange expectation exchanges with supply chain members, providing a platform for honest 360 feedbacks and enhance working relationships.

Delivering Quality

- Maintain a database of subcontractors and categorization of priority for inclusion within enquiries.
- Maintain a library of benchmark cost information to facilitate all tendering and procurement activity.
- Maintain KPI's that can be used by Operations and Commercial teams to evaluate performance of the supply chain.

Managing People

- Identify and act on performance shortfalls or training requirements that may arise during the year.
- Carryout communication with teams as required on a project by project basis.

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Form and develop relationships with supply chain			
Ability to manage activities across the region			
Knowledge, understanding and management of sub-contract / material orders and management of buying process			
Local Subcontract market			
Procurement			
Health & Safety			
Contracts, contract documentation			
Construction materials			

	Basic	Intermediate	Advanced
Design			
Construction methods and technology			
Negotiation			
Pricing levels			
Management system LIMBS			
Microsoft Word			
Microsoft Excel			
Microsoft Power Point			
Microsoft Outlook			

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site on INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.