

Procurement Manager

Generic title	Senior Manager - 2
General Description	<p>People at this level will manage a function, a number of managers or an income stream.</p> <p>In operations they will manage multidisciplinary construction projects or medium sized sites and their associated activities from conception through to completion, delivering work that meets project requirements, customer satisfaction and in accordance with Morgan Sindall standards. They will play a major role in ensuring Health, Safety and Environmental Policies are delivered.</p> <p>In commercial they will manage contracts and may lead on a framework, project, special works or design.</p>

Competencies

Achieving Results	<p>Capacity to set goals for self and others</p> <p>Proactively identifies and pursues new stretching targets and opportunities</p> <p>High levels of personal drive and commitment</p> <p>Adds value beyond doing the job</p> <p>Focuses well on personal development goals</p>
Analytical thinking and decision making	<p>Considered analysis of all available data to arrive at viable options</p> <p>Organising information to identify the key issues and to plan appropriately</p>
Communication	<p>Ability to choose most appropriate style of communication</p> <p>Able to listen actively by which we mean hearing and interpreting what is said</p> <p>Demonstrating sound questioning techniques</p>
Dealing with change	<p>See potential of new ideas and situations</p> <p>Takes a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
Teamwork	<p>Develop inter-team collaboration inside and outside company</p> <p>Understand the role of a team and how it delivers the objectives</p> <p>Can adapt to different types of teams in most situations</p> <p>Takes a cohesive and encouraging approach to team working</p>
Leadership	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility - organising and guiding where necessary</p>
Managing resources	<p>Create a resource plan for an unfamiliar or potentially complex project</p> <p>Manage others to implement effective planning, problem-solving and decision making</p> <p>Understand the resource implications on the business plan</p>
Negotiation	<p>Understand the other's point of view</p> <p>Make an objective and structured case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
People Development	<p>Grow a team that is aligned with the business objectives</p> <p>Understand strengths and weaknesses of team members and work with them to good effect</p> <p>Understand ambition and manager expectations</p> <p>Use of a wide range of development tools</p>

Role definition

Summary of role	Responsible for maximising value to Morgan Sindall through the effective procurement of subcontract packages and/or materials, whilst working with colleagues to develop and implement the Business Unit Supply Chain Plan. Responsible for ensuring that supply chain relationships are managed and developed, and that subcontractor and supplier performance is measured and improved.
Responsibilities and accountabilities	<p>In line with agreed work scope; undertake subcontract and/or materials procurement on a single (generally high value or long term) project or framework, or across multiple projects, ensuring best practices are followed, best value is achieved, and procurement is in line with project programmes</p> <p>Responsible for owning and updating project procurement schedules and reporting of buying gains/losses for their project(s)</p> <p>Timely placement of comprehensive orders that protect the commercial interests of the business</p> <p>Ensure that the Morgan Sindall processes and DELAPs are adhered to</p> <p>Work winning – provide high quality input to prequalification and tender responses, formulate tender procurement strategies, input to tender lists, undertake and evaluate tender enquiries, support supplier / sub-contractor selection – attend pre-contract / tender meetings as required</p> <p>Seek out innovations to differentiate Morgan Sindall, through engagement with our supply chain</p> <p>Input to the segmentation of the supply chain for their area or sector, and support the management and development of the supply chain database for the Business Unit</p> <p>Own key supplier and/or subcontractor relationships – coordinate with colleagues where appropriate</p> <p>Support the regular review and refresh of the supply chain to ensure it continues to meet our needs</p> <p>Responsible for the performance management of suppliers and subcontractors specific to their project(s) – lead and/or input to reviews of supplier and subcontractor performance</p> <p>Champion the use of the iPortal to manage and feedback supplier and subcontractor performance</p> <p>Ensure that the Morgan Sindall Supply Chain Family is specified, maximising our commercial return</p> <p>Work closely with, and support the efforts of, the Supply Chain Hub – to drive value through subcontractor and supplier engagement and trading (with Morgan Sindall Family suppliers)</p> <p>Work with other Procurement Managers and Supply Chain Managers across Morgan Sindall to develop procurement and supply chain strategies for specific products and trades</p> <p>Routinely gather and share competitor, supplier and market intelligence – including suppliers and subcontractors outside of our supply chain.</p> <p>Support Perfectly Delivery and ensure the Supply Chain is 100% safe and sustainable</p> <p>Support Group Procurement activities and initiatives as required.</p>
Qualifications, training and technical knowledge	<p>Membership of the Chartered Institute of Purchasing and Supply (CIPS) or equivalent qualification</p> <p>Understanding of subcontract and/or supplier terms and conditions</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a business unit or area</p> <p>Good management skills with the ability to motivate employees to achieve high standards of compliance</p> <p>Excellent organisational, planning and time management skills; able to manage projects simultaneously with compromising on standards and quality</p> <p>Sound knowledge of the construction industry</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with senior management to set project and operational targets</p> <p>Excellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholders</p>

