

Buyer – level 2

Generic title	Manager – 3
General Description	<p>A technical or functional role expected to deliver closely defined tasks within company procedures and industry standards. The person will receive clear guidance.</p> <p>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.</p> <p>In commercial they will work in a team of estimators, surveyors or designers. They may supervise small groups working on a specific task.</p>

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 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 maximise value for the business whilst maintaining relationships within the supply chain
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. Assist in the smooth day to day running of the materials desk.
Responsibilities and accountabilities	<p>Procure materials, goods & services for projects across the UK</p> <p>Ensure materials arrive within programme lead time</p> <p>Transactional procurement with trading partners</p> <p>Ensuring attention to detail in completing paperwork and dealing with invoice queries</p> <p>Support existing supply base and aid developing supply base</p> <p>Supporting Procurement Managers on projects</p> <p>Building relationships with key suppliers</p> <p>Procure to the commercial advantage of the company to maximise profitability and minimise risk</p> <p>Achieve and record savings made for the business</p> <p>Ensure compliance of materials and services to specification</p> <p>Utilise standard documentation</p> <p>Effectively communicate with stakeholders within the business at all levels</p> <p>Support the development of junior colleagues within the team</p>

	Support overall purchasing strategy Comply with group and business supply chain Promote professional behaviour and ethical approach Monitor supplier performance for feedback Undertake problem resolution and seek support, where appropriate Deputise during absence of colleagues Assist local project teams on achieving the budget, programme and the quality required
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