

Supply Chain Manager

Generic title	Manager – 1
General Description	<p>A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area.</p> <p>They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team's performance and its impact on their area or project.</p> <p>In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&E or Special Works) on a larger scheme or area office. In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office.</p>

Competencies

Achieving Results	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
Analytical thinking and decision making	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</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>Sees potential of new ideas and situations</p> <p>Take 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>Take 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>Works effectively within time and budget constraints set by others</p> <p>Looks to complete on schedule and recover slippage</p>
Negotiation	<p>Collecting and collating information on the reality of the situation and options open to you</p> <p>Knowing where you stand</p> <p>Knowing how to create a position</p> <p>Building a winnable case</p> <p>Anticipate the needs and concerns of others</p>
People Development	<p>Can respond within tested frameworks of development to identify own needs</p> <p>Uses personal experience to build own skills</p>

Role definition

Summary of role	Develop and maintain strategic initiatives pertaining to Morgan Sindall supply chain in line with the Company's supply chain vision; supporting the bid teams
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	at work-winning and project teams at contract, in terms of the development and implementation of strategies required to achieve the optimum results.
Responsibilities and accountabilities	<p>Implement, develop and maintain robust supply chain relationships that support Morgan Sindall in both work-winning and current project delivery</p> <p>Develop and implement specific project supply chain strategies that both align themselves to the Morgan Sindall supply chain vision and deliver best value to projects</p> <p>Support bid teams at work-winning in delivering the agreed strategy, fully assessing supply chain risk and opportunity, reporting on market responses, advising on scope reductions and fixed price allowances.</p> <p>Support project commercial teams in the development of the optimum supply chain required to successfully deliver the project, providing a 'watching brief' on procurement spend and the reporting of such spend</p> <p>Research, develop and implement improved and innovative relationships with suppliers aimed at establishing commercial, technical and contractual environments for delivery of improved value in order to ensure longer term customer and supplier relationships are maintained through the development of robust contract management and supplier relationship management (SRM) processes and systems</p> <p>Develop the business unit supply chain strategy aligned to the overall Morgan Sindall supply chain strategy</p> <p>Develop and oversee the project specific supply chain strategy aligned to the overall Morgan Sindall supply chain strategy and supply chain vision</p> <p>Work closely and effectively with all other disciplines to ensure that the vendors will provide assured delivery and maximum value against the time, cost, quality and safety requirements of the business unit</p> <p>Identify and challenge practices and procedures, both internally and within the supply chain, to remove non value adding activities.</p> <p>Manage the quarterly reporting on the performance of the supply chain and develop and implement improvement programmes with the vendors to achieve continuous improvement</p> <p>Establish and maintain effective channels of communication with key supply chain members through supply chain forums, 360 degree performance reviews etc. Agree and discuss areas for improvement together with the effective communication of best practice</p> <p>Take a lead role as a member of the supply chain function to identify and share best practices across the business</p> <p>Monitor and report on the availability of appropriate resources required to deliver the business unit supply chain requirements. To identify shortfalls in the resources available</p> <p>Ensure the effectiveness and continuing development of the procurement process. The application, establishment and modification of the processes, strategies and control procedures involved in the procurement activity</p> <p>Manage commercial, reputation, ethical and other risks associated with the procurement process to ensure that undesirable consequences of the risks are mitigated and opportunities realised. Ensure compliance with the safety code for subcontractors, sustainable procurement strategy, within the selected supply chains</p> <p>Engage with key members of the supply chain both at pre-qualification and pre-bid stages to ensure that the optimum supply chain is in place to maximise our ability to win the work</p> <p>Contribute to the tender procurement strategy that identifies critical packages of work and clearly defines how we will approach the supply chain in order to optimise price and minimise risk both operational and commercial</p> <p>Support the bid team on development of the prices from the supply chain, the evaluation and conditioning of those prices to properly reflect the package requirement</p> <p>Contribute to the development of the tender procurement summary and to propose better buying discounts and fixed price allowance for discussion and the business unit review</p>

	<p>Identify and highlight areas of risk and opportunity in relation to the supply chain responses. To undertake a meaningful financial appraisal and assessment of the risk</p> <p>Support projects with the project handover process ensuring that the site teams have all relevant information required to progress the project in the timescales allowed</p> <p>Provide support to the site commercial teams in drafting, negotiating, and agreeing clear, concise and complete contractual documentation which identifies roles, responsibilities and obligations. The accessing and application of specialist legal and technical advice</p> <p>Develop the tender procurement strategy into the project procurement strategy, identifying early package procurement and agreeing which work packages supply chain will assist in procuring</p> <p>Support the commercial team in the development of the project procurement control report</p> <p>Support the commercial team in the development of the project procurement financial report</p> <p>Maintain a 'watching brief' on the supply chain activities on a project by project basis. To provide support where required and requested on matters relating to supply chain activities</p>
Qualifications, training and technical knowledge	<p>Degree or equivalent qualification</p> <p>Chartered Institute of Purchasing and Supply (preferred)</p> <p>Ability to analyse, record and interpret numbers and submit recommendations based on evaluations made</p> <p>A highly developed market knowledge on major Infrastructure and building packages of work, and the main subcontractors in each market</p> <p>A sound knowledge of subcontract procurement coupled with an understanding of subcontract forms, their interpretation and ability to negotiate individual terms on behalf of Morgan Sindall</p> <p>The ability to identify areas of commercial risk and opportunity, to develop strategies to mitigate such risk and maximise opportunity</p> <p>Capability to receive, record analyse and report information relating to financial and procurement progress on specific projects</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 self and colleagues to achieve high standards of compliance</p> <p>Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with colleagues to deliver project and operational performance</p> <p>Sound knowledge of construction practices and standards</p> <p>Specialist knowledge in chosen field</p>