

Supply Chain Manager

Grade	C
Location	tbc
Line Manager:	Head of Supply Chain Manager
Professionally reports to:	Head of Supply Chain Manager

Purpose of the job

To manage Supply Chain activities for the NGEC Contract in the South West/East and Scotland (& NI) regions. To deliver effective procurement solutions to Regional Project Delivery teams and the Contract as a whole. To improve performance and reduce cost and business risk significantly. To deliver a better value supply chain by embedding category and JV strategies into the projects and focusing on the needs of internal & external customers.

Responsibilities

Business strategy states that Supply Chain will be delivered through a combination of Category Management and Operational Procurement (Supply Management). This role will manage the supply of goods and services across the Contract(s) in order that financial savings and performance improvements are made through a more strategic approach to supply chain management and a more integrated approach with our customers (internal & external) and our suppliers. Can develop project or contract specific sustainability strategies at tender and project delivery phase to meet the JV Sustainability Strategy and requirements. Include sustainable procurement requirements including lifecycle analysis in PQQ's and Tenders. Use information gathered as a way of differentiating suppliers when awarding orders and contracts. In conjunction with Operations teams can develop supplier improvement plans at contract or project level. Can engage with supplier to ensure solution is the most sustainable one.

The specific areas of accountability of the role:

- Leads all Supply Management activity within the designated Region (Prime)
- Is responsible for leading the Supply Chain solution for an identified Region
- Helps to develop and then implements the Supply Chain strategy for the Contract, working closely with stakeholders, operational teams and parent category managers to understand customer requirements and implement the most appropriate Supply Chain solutions
- Ensures that the supply chain is safe, sustainable and appropriately accredited
- Works closely with Operational colleagues and manages cross-functional teams to implement agreements across the business
- Installs and leads performance management and supplier development programmes, provides metrics and trend analysis. Installs corrective action plans
- Delivers targeted savings and performance improvement benefits and is accountable for the cost reduction and performance of the total supply chain solution in the designated region.
- Promotes Carillion Amey Supply Chain capability to customers, suppliers and stakeholders
- Liaises with parent category and supply chain teams to leverage spend to the advantage of the JV.

- Authorises the appropriate selection of subcontractors/suppliers as and when appropriate
- Leads subcontract and major supply pre-let meetings and negotiations for both Core and Additional Works. Prepares and places significant subcontract and major material supply orders. Approves contractual documentation
- Focuses on effective communication and relationship building with internal & external customers and suppliers
- Responsible for departmental adherence to the JV business Supply Chain strategies, processes & procedures
- Monitors Supply Chain delivery against procurement programmes
- Achieves targets set by the Head of Supply Chain. Prepares and presents timely & accurate reports
- Inputs to planning activities with horizons of typically 6 months to 18 months

Technical Responsibilities

Operational:

- Delivers elements within the designated region to achieve current year's performance
- Inputs to planning activities with horizons of typically 1-2 years
- Manages activities to support operational delivery and growth for their region.
- Operates within agreed operational and/or management guidelines
- Maintains effective internal and external client or user relationships within own area of responsibility
- Delivers Health and Safety policy and standards
- Implements Business Unit decisions and sets local priorities
- Applies high level technical skills across a range of functional or business activities
- Focuses on providing input to the annual business, financial and people plan for the specific contract, project or specialism

Financial:

Within a Business Unit or a professional function:

- Works within clear budgetary guidelines
- Promotes innovative ways to add value and reduce costs within the team.
- May contribute to budget planning

People Responsibilities

For a contract or multi-disciplinary team:

- Responsible for the overall resourcing
- Optimises performance
- Full management control of people resources and is responsible for implementing disciplinary actions up to and including dismissal.

Skills & Experience Profile

Essential

Specific technical knowledge/skills:

- Possesses knowledge of one complex functional or business area
- Track record of success in supporting a major business contract, Business Unit or region and/or providing support to a professional function
- Supply chain principles, procedures and methods
- Supplier performance improvement tools & techniques
- Financial analysis, budgeting and forecasting
- Leadership techniques and staff development methods
- Relevant product and subcontract market knowledge desirable but not essential
- Tender and contract procurement practice, processes
- Knowledge of relevant forms of contract and strong commercial awareness

Likely to have in excess of 5 years managerial and/or technical experience.

Description of required values/competencies:

- Analytical skills, measured approach to decision making, highly competent in supplier selection and evaluation
- Highly competent in value engineering and performance improvement
- Able to operate and communicate with senior staff within CA and the supplier's organisation
- Able to work effectively as part of a team. Proficient in leading medium sized teams
- Strong negotiation skills, strong contractual and commercial competence
- Demonstrates sound skills in project management and planning
- Understands and leads Customer Service improvements
- Is a strong manager, applying a range of management techniques. Is mentally robust and flexible
- Enthusiastic team player, strong communicator, highly customer focused
- A Head Of Supply Management is committed to Supply Chain and marketing of the function internally and externally
- Firmly focused on relationship management
- Focused on least end cost and reduction of inefficiency
- The ability to operate under pressure and to meet tight and demanding deadlines is essential
- Experienced in leading and delivering change.
- Enjoys communicating and motivating people through change
- Can develop project or contract specific sustainability strategies at tender and project delivery phase to meet the Group Sustainability Strategy and client requirements.
- Include sustainable procurement requirements including life cycle analysis in PQQ's and Tenders.
- Use information gathered as a way of differentiating suppliers when awarding orders and contracts.
- Can develop and deliver improvement plans at contract or project level.
- Can engage with supplier to ensure solution is the most sustainable one.

Desirable

Experience of operating in a military environment

Experience of working on complex, multi-site operations

Knowledge of BS11000 Collaborative Business Relationship

Likely to have in excess of 5 years managerial and/or technical experience. Member of a Professional Body with Intermediate Level Qualifications as a minimum.

Training & Qualifications

Essential

Education levels:

- CIPS qualified
- Degree qualified

Desirable

Familiarity of Regional Prime and NEC3 contracting and requirements

Evidence of Continuous Professional Development

Health & Safety Awareness Training

Member of a Professional Body with Intermediate Level Qualifications as a minimum.