

Head of Procurement and Supply Chain

Job title: Head of Procurement and Supply Chain

Function: This role is responsible for the existing supplier management (from pricing/production to Goods In) and the continued sourcing of new suppliers to improve lead times, quality and cost. To proactively support the sales team in sourcing/development of products and ensuring to maneuver at pace. On-going development of Towers “own brand” with a focus on product rationalization, whilst ensuring core stock is accurately fulfilled according to demand.

Lines of Communication/ Responsibilities:

- Upwards – Chief Operating Officer
- Laterally – Senior Management Team and Divisional Managing Directors
- Downwards – Data and Rationalisation Manager, Senior Fulfilment Officer, Sourcing and Procurement Consultant

Hours of work: 40 hours per week 08:00 – 17:00 Monday – Friday

Location: Office based. Yarrow Road

Duties:

Leadership

Guide, coach, support and direct a team with enthusiasm, positivity and professionalism in order to achieve the company’s goals and targets. It is essential that every team member displays and operates with a strong work ethic and makes a significant contribution to Tower Supplies in an environment which is in line with the company values.

GP Management and Price Reductions

The role will be responsible for helping maintain strong GP throughout the business. This can come in many forms including but not limited to;

1. Reducing the cost price on current products.
2. Sourcing alternative, better value products.
3. Supporting Sectors in swapping products with particular customers.

4. Rationalizing the range and achieving the economies of scale. This can also include developing more own brand products.

Strategically plan and deliver on the above and develop an internal communication plan which explains the importance, benefits and expected outcomes.

Reporting

Manage and enhance a suite of KPI's which reflects the team's admin performance and overall supplier and stock performance/status.

Own Brand Support

In this role there will be a need to work closely with the Own Brand Committee and Head of Sectors to help drive own brand development and growth. This will be in the form of identifying suppliers, analyzing and identifying opportunities in our range where we can rationalize with our own brand and subsequent suppliers.

Tendering and Bid Support

In this role there will be a need to support Head of Sectors in preparing their tender bids. This may be through working with suppliers to secure quantity-based discounts on our core range items or supported pricing where possible. There will also be a need to work on leveraging winning new business to secure rebates/discounts from suppliers. It is essential that the Head of Procurement and Supply Chain is on the front foot in their support for Head of Sectors.

Range Management/Life Cycle Management

The role will be responsible for the Data & Rationalization team who will focus on ensuring all our product data is up to date and correct. They will also be supporting the business in proactively looking for opportunities for the business to rationalize and make improvements to our stock holding and stock turn.

The role will be responsible for overseeing the accuracy and integrity of our product data. This will include, obtaining certificates, data sheets, specification sheets and maintaining accurate information on product life cycle and groupings.

Fulfilment

This role is responsible for the Fulfilment Team and ensuring that the ordering is in line with customer demand and in a timely manner; in addition ensuring suppliers deliver OTIF and in line with our operational processes.

Supplier Management and Development Team

This role is responsible for the Supplier Management and Development Team which works with our suppliers to improve their delivery performance, align processes for more efficient and accurate transactions and ensure supplier accreditations are maintained/achieved.

Import and Export

A solid understanding of importing and exporting of goods throughout the world.

International Supplier Auditing

The role will require travelling to other countries to visit suppliers/manufacturers and to audit them in line with our various accreditations.

Sustainable and Ethical Sourcing Program

Develop a Sustainable and Ethical Sourcing Program that links directly with the UN’s 17 sustainable goals. We should pick maybe three to focus on.

Part of this program should include auditing and awarding ‘Tower’ and other recognized accreditations.

Personal Attributes:

Dynamic, energetic, self-driven, result orientated but above all, a “can do” outlook with a clear focus on achieving the business and customer’s needs. Must be highly organised, naturally forward planning, logical structured thinker who assesses his/her own performance as well as the teams and is comfortable challenging the status quo and implementing new processes and best practice.

Business Focus

Meeting business needs:	Anticipates, responds to and seeks to exceed the expectations of existing and potential customers.
Personal Results	Sets oneself clear and challenging objectives, striving to achieve them within agreed deadlines
Team Results	Sets clear and challenging objectives, inspiring and encouraging high performance in teams and individuals. Reviews progress achieved, publicly and privately recognising achievement.

People Focus

Involving People	Encourages the contribution of others and takes their views into account
Developing People	Demonstrates a genuine interest in coaching and developing others in order to improve performance
Managing Relationships	Builds and maintains good relationships with customers and colleagues by adopting the most appropriate approach to deal with people and situations

Personal Focus

Personal organisation:	Efficient in one's use of time and works in a well structured way
Self Confidence	Projects a realistic belief in one's own ability. Not afraid of criticism, will raise issues and challenge even in the face of expected or actual opposition
Self Development	Takes responsibility for personal improvement, learning from experience and new situations
Determination	Demonstrates repeated effort over a period of time, overcoming obstacles in order to achieve a goal

Change Focus

Adaptability:	Responds positively to the changing needs of the business and its clients by adapting behaviour to maintain effective performance.
Strategic Approach	Understands the long-term direction of the organisation and can relate this to one's business area
Innovation	Thinks of and/or encourages new ideas, and is keen to experiment and see new ideas implemented

Analytical Focus

Information gathering:	Seeks the full range of relevant and accurate information in a methodical way
Forward Planning	Anticipates the possible demands and outcomes of a particular task or situation – plans and prioritises appropriately
Analysis and Judgement	Logically breaks down problems/situations into their essential parts and draws reasonable conclusions based on their analysis
Wider Thinking	Actively considers the wider picture, identifying patterns and connections between issues/situations that are not obviously related

Quality Focus

Thoroughness:	Is accurate, pays attention to detail and ensures tasks are completed on time
Quality Conscious:	Consistently works to a high standard and looks for ways to improve current working practises and processes
Initiative	Takes appropriate action before being asked and actively finds solutions to problems
Integrity	Shows support for Group Values – particularly demonstrating the highest levels of honesty and integrity

The Skills required for this role:

■ Manpower	Seek to ensure resources are allocated for tasks to complete projects
■ Methods	Promote and encourage best practice. Maintain an efficient approach to administration tasks to ensure that outputs meet the needs of the business and its partners.
■ Materials	Work with stakeholders to project manage the phase in/phase out/contracted growth of products
■ Money	Work within functional budget, be aware of costs and allocate resources appropriately and look for savings opportunities.
■ Minutes	Accuracy, application of logic and prioritisation of tasks: daily, weekly monthly, periodically as directed.

Last updated: May 2024

