



JOB DESCRIPTION/PERSON SPECIFICATION

A	POSITION DETAILS
	DIVISION: Business Support BUSINESS SECTOR: Procurement
	JOB TITLE: Procurement Officer REPORTING TO: Senior Procurement Officer
	GRADE: 10

B	JOB PURPOSE
	<ul style="list-style-type: none"> • Source a wide range of goods and services and negotiate prices, terms, and conditions with local, national and international suppliers, conferring Approved Supplier status where applicable. • Implement and communicate the benefits of new supplier arrangements to Operational Management and subsequently monitor supplier performance. • Ensure that customer expectation for Time, Budget and Quality are met or bettered in the delivery of procurement solutions and ongoing support. • Manage multiple projects to time, budget and quality • Liaise with the customer at all levels to ensure expectations are met and bettered • Take every opportunity to identify potential cost savings for the SUEZ business while maintaining a timely and quality delivery. • Identify best practice procurement, and advise SUEZ staff on Procurement etiquette and ethics. • Communicate to the Business, Depot Managers, and SUEZ staff of procurement strategic goals. • To act as a single point of contact and take ownership of business procurement issues for a nominated operational division to include attending general manager team meetings and provide on site support as required. • To liaise with Supply Officers in order to gain day to day knowledge of existing contract and agreement successes, and to knowledge share regarding areas of category expertise.

C	KEY RESPONSIBILITIES
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- Single point of contact for an allocated operational division.
- Carry out formal appraisal and categorisation of suppliers
- Provide, review and manage procurement / supplier risk assessment.
- Negotiate cost savings, trading arrangements with suppliers, produce, manage and maintain supplier contracts
- Produce pragmatic and workable procurement project plans which can be shared with the business, project team and supplier as appropriate.
- Hold regular supplier update meetings to include visits to supplier's premises.
- Manage UK wide supplier portfolio
- Carry out detailed analysis of SUEZ's procurement trends and comprehensive understanding of the market place.
- Provide holistic management of the full procurement process
- Manage and co-ordinate Suez European deals in the UK
- Provide input and resource as required for Suez global projects
- Work closely with other SUEZ departments as required in order to derive quality product and service specifications
- Presentation of solutions and benefits to all levels within the business
- Produce accurate forecast information for project activity
- Update, amend and maintain approved suppliers within the approved supplier database (CS/3)
- Update and maintain supplier information and price lists on the preferred supplier database (LN)
- Produce and maintain hard copy supplier files.
- Monitor supplier performance, progress, manage and resolve daily issues of risk to the SUEZ business
- Identify and implement continuous improvement to the procurement department
- Produce business plan and forecast annualised cost savings for the business
- Manage and deliver procurement projects to agreed plans to meet time, quality and budget commitment
- Work closely with the Senior Procurement Officer to ensure visibility of potential projects and ongoing project progress.
- Produce monthly Procurement report, detailing monthly cost savings, monthly achievements and updates on current projects and supplier performance
- Work closely with Supply Officers to knowledge share and facilitate better team work.
- Frequent travel within the UK and occasionally Europe will be required, and will include overnight stays

C KEY RESPONSIBILITIES

Continued..

Key Outputs

- Business Plan documents
- Procurement Communication and Presentations
- Project Plans
- System interrogation reports
- Departmental Savings Log
- Meeting minutes
- Procurement Project Reports

Financial Responsibilities

- To understand clearly the potential effect to the business bottom line and financial implications of the work that procurement carries out.
- An understanding of SUEZ's financial structure and an awareness of the budget provision for the Procurement team and a commitment to remain within that budget
- Capex requests should be monitored in order to identify potential savings
- Achieve cost savings, to be agreed on a quarterly basis, across an agreed portfolio of suppliers

Person Specification

- Highly motivated with a commitment to excel in the delivery of high-benefit, quality procurement solutions.
- Excellent communication skills (verbal, written, presentation) to enable interaction at all company levels and build relationships with key stakeholders.
- Proven skills in the capture of business requirements, specifications and supplier negotiation to meet business needs.
- Self-managing, with flexibility to adjust working style to fit with differing projects and teams.
- Process driven individual who understands the benefit of project disciplines.
- Flexible approach to working hours
- Customer Focused with an analytical approach to problem solving

D CORPORATE RESPONSIBILITIES



In line with SUEZ Health and Safety Policy the job holder is expected to;

- Take reasonable care of his/her own health, safety and welfare and that of other people who may be affected by his/her actions or omissions.
- To co operate with SUEZ and with other employees in order to comply with health and safety law and SUEZ Health and safety Policies and Procedures
- Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.
- To ensure that within his/her areas of responsibility, SUEZ complies fully with its legal duties in respect of the health, safety and welfare of its employees and of other people who may be affected by his/her actions or omissions
- To ensure that the responsibilities commensurate with his/her role as laid out in the Health and safety policies and Procedures are fully met.

In line with SUEZ Values and Ethics Charter the job holder is expected to ;

- Act in a honest, responsible and respectful manner to others
- Be responsible for their own professional conduct
- Comply everywhere and in all circumstances with the laws and regulations connected with their activities
- Comply with our obligations to our partners such as shareholders, associates, clients, suppliers and the community

Any other duties that are reasonably requested within the scope of the job role

E. GENERAL CRITERIA (ESSENTIAL & DESIRABLE)	CRITERIA RATING 1 = LOW 5 = HIGH
KNOWLEDGE/QUALIFICATIONS/TRAINING/SKILLS & EXPERIENCE:	
CIPS foundation stage	3
Project management (Prince 2 foundation)	3
Full UK driving license	5
Presentation Skills	4
Negotiation Skills	4
Communication Skills	4
Waste services business knowledge	3
Working knowledge of procurement process	5



F. KEY COMPETENCIES & ATTRIBUTES	MINIMUM ESSENTIAL RATING
SERVICE TO THE CUSTOMER/COLLEAGUE:	
Is this person passionate about personally 'understanding the customer' and meeting their needs?	4
FINANCIAL AWARENESS:	
Does this person understand the financial impact on the business of any decisions made?	3
BUILDING CAPABILITY:	
Does this person work to develop the long term capability of others?	1
COMMUNICATION EFFECTIVENESS:	
Does this person firmly believe in communication to all appropriate stakeholders and have the skill to get ideas accepted by others or to get others to change their opinion?	3
DRIVE FOR RESULTS	
Does this person lead individuals or groups of people effectively and make continuous improvements and meet/surpass targets and goals?	1
PROBLEM SOLVING:	
Can this person recognise a problem and decide what to do about it?	3
QUALITY OF WORK:	
Is this business run in a manner that complies with all operational standards both internal and external?	3

The contents of this job description reflect the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SUEZ UK may revise the content of this Job Description/Person Specification at its discretion.