**WORKDRY INTERNATIONAL**

**POSITION DESCRIPTION: Group Procurement Manager**

**LOCATION:** Head Office, Chandlers Ford, with anticipated 10-15% travel

**POSITION PURPOSE:** This role will manage strategic sourcing and supplier management for all Workdry central functions and support for the Group Director of Procurement to deliver the organisations growth strategy.

 The role will manage the market analysis, internal requirement gathering and RFx (Request for Anything) process for strategic suppliers that are part of the central function and core Workdry Capex spend. The role will be responsible for managing the performance and continuous improvement of key suppliers and developing their value proposition.

 Additionally, the role will assist the Group Director of Procurement in providing the Workdry group with insight and executional support on best practice, compliance, spend and savings analysis, policy and process improvement and general governance.

**RESPONSIBLE TO:** Group Director of Procurement

**RESPONSIBLE FOR:** No direct line management responsibilities

**REGULAR CONTACTS: External** All Workdry suppliers, manufacturers and vendors

External legal counsel

Regulatory Authorities

Customs and Trade Authorities

 External Auditors

 External providers of Procurement platforms/systems

**Internal** All internal stakeholders below ELT level related to the sourcing of goods and services

All procurement and supply chain resources across the Workdry group

Workdry support functions, including Finance, IT, HR, SHEQ and Marketing teams

Design, engineering and manufacturing teams

ESG team

Legal team

**MAIN RESPONSIBILITIES:**

* Internal analysis of spend (categorisation and validation) and savings opportunities with a view to optimising the aggregation of spend and its cascading
* External market analysis of key spend or spend categories to enable a review of the current supply chain, its performance relative to requirements and best in class benchmarks
* Sourcing strategy development for RFx activities with a clear demonstration of risk/reward/ROI and stakeholder value add
* Management of internal stakeholders sourcing and contractual requirements, ensuring expectations are understood, challenged and where possible met
* Support for the Group procurement director in developing cross-BU policies, process mapping and governance forums with a view to facilitating the consolidation of Procurement consistency in Workdry
* Actively contributing to Workdry group savings targets, specifically from Central cost centres and Capex spend. Assisting in the development of future savings targets and plans of action to evaluate the likelihood of success
* Support for the development and consolidation of a centralised supplier due diligence process and associated risk analysis and self-service business documents to facilitate a more agile supply chain
* Execution of strategies that enable the supply chain to be simplified, supplier numbers to be reduced and maximum supplier value to be extracted
* Champion within the business for sustainability and innovation from the supply chain and the associated reporting of benefits and trade-offs
* Workdry behaviours ambassador – showcase Workdry values by leading by example and actively contributing to a culture of collaboration and accountability
* Participate in and support all internal and external audit reviews, regulatory requirements and other legal obligations as may be necessary

**QUALIFICATIONS & EXPERIENCE:**

* Extensive demonstrable dedicated procurement experience with good breadth of procurement expertise
* Outstanding communication skills – verbal, written and presentational
* Strong collaboration ability, ability to engage internal and external stakeholders with experience engaging at various levels of seniority
* Persuasive and influential, but with a proactive, hands-on approach
* Analytical and strategic mindset
* Demonstrable end-to-end sourcing and RFx experience (market analysis, tendering, negotiation and tendering, supplier management)
* Ability and willingness to travel to various business locations across the UK with overnight stays. Potential for occasional international travel as per business need.
* Experience in global supply chain and international trade regulations (beneficial but not essential).
* Educated to degree level (highly beneficial but not essential)
* CIPS or equivalent (beneficial but not essential)
* Similar industry experience (beneficial but not essential)