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| Job Title: | | Senior Buyer | | Location: | | Head Office – Rail House |
| Department: | | Procurement | | Reports to: | | Hayley Farrell, Senior Procurement Business Partner |
| HR Contact: | | TBC | | Financial Accountability: | | Responsible for contracts negotiations in the region of £25m per annum |
| People Responsibility: | | None | | Is this role safety critical? | | No |
| Does the role have a dedicated deputy? | | No | | Name if Yes | | Click here to enter text. |
| Select the management level: | | Senior Leader | | | | |
| 1. Context of the Role: | | | | | | |
| Purpose of the job  To support the Senior Procurement Business Partner in the delivery of a sustainable, compliant, innovative, and effective supply chain that is value for money, secure and provides an optimum service alongside supporting governance development and internal process.  Job accountability   * To assist the Procurement team in the delivery of the department’s key deliverables ensuring key activities are progressed effectively and on time. * Support the Senior Procurement Business Partner in developing and implementing all Governance requirements. * Lead cross functional teams and manage large critical tender processes, including compliant tenders to the Utilities Directive, and undertake all necessary evaluation to arrive at outcomes aligned to the business strategy. * Able to work various projects simultaneously and prioritize by risk level * Utilize a range of contract management techniques to drive performance improvements with key strategic suppliers (covering SLA / KPI measures) and ensure the business is receiving the best value alongside optimizing performance. * Responsible for ensuring long term relationships are developed with key safety and strategic suppliers including monitoring, improving performance, and negotiating the best service and price where possible. * Responsible for developing strategic plans to support the cost savings target. * Promote the Procurement function via internal engagement with key stakeholders to ensure purchasing presence is visible within the business and there is compliance with both internal policies and following industry best practice. * Provide support to other members of the team to ensure business requirements and personal objectives are achieved. * Look to improve and provide guidance against our current internal processes to make them more efficient and effective. * Able to produce a good level of reporting and presentation material for various project types. * Deputies for the Senior Procurement Business Partner in their absence (assuming all duties) and at meetings as and when required. | | | | | | |
| 1. Role Essentials | | | | | | |
| Decision making authority   * Tender outcomes for projects up to a value of approx. £25m * Defines key performance indicators / measures and appropriate causes of action required * Negotiation and agreement on both commercial and legal terms and condition   most challenging/difficult part of the job   * Working with both suppliers / Internal Stakeholders and contract managers, and supporting the delivery requirements of the contract alongside current relationship * Ensuring steps are taken to make sure any new legislation and case law outcomes are adhered to with governance structure * Leading and influencing cross functional teams to deliver the best value tender outcome that satisfying everyone’s individual department’s objectives at the same time as minimizing risk to the business. * Communicating the benefit Procurement can bring to the business via internal stakeholder / Business partner engagement to maximize internal support.   principle accountabilities   * Responsible to support and advise on strategic contracts. * Developing and maintaining relationship with key suppliers / making sure all measures are optimized. * Effective tendering approach to deliver best outcome. * Ongoing / effective business engagement. * Streamlining of internal processes to make more effective. * Strategic thinking to develop key projects and support savings target. * Team player able to think outside the box.   KEY SAFETY ACCOUNTABILITY  Safety is everyone’s responsibility within Merseyrail. You are responsible for your safety and the safety of others such as colleague’s and passengers. As an employee you are expected to understand and apply our safety values and ensure they are visible in all you do.  experience, knowledge, qualifications and training   * Fully MCIPS qualified (Preferred) * Degree level educated (or equivalent) * Experience working in the transport sector or similar * Knowledge of European Procurement law and procedures * Excellent knowledge and experience of technical aspects of procurement such as high-level tendering (UCR compliant), contract law and negotiating across a wide range of goods and services * Proven track record of negotiating high spend contracts and delivering savings * Previous history of managing contracts and making sure all measures are adhered too. * Ability to assess information and decide upon effective and efficient courses of action / risk mitigation * Ability to influence others (Internal and External) and have good interpersonal skills and able to demonstrate previous experience. * Good standard of IT skills including Excel, Power point and Word * Experience of using systems such as SAP / P2P / Tendering systems etc. | | | | | | |
| 1. BEHAVIOUR ESSENTIALS   **Please refer to “Your PDR Discussion Employee Guide” for further detail on “what good looks like” for this Grade level.** | | | | | | |
| Values and Behaviours | | | How will I be measured? | | | |
| genuine   * Welcoming * Build trust and respect * Consistent and honest * Understands the customer * Respectful * Straight forward | | | * Evidence of ensuring stakeholder experience consideration * SME and 1st point of contact for Procurement advice * 360 degree feedback * Stakeholder engagement | | | |
| Professional   * Solution orientated * Accountable * Delivering to promises * Make things hassle free | | | * Ensure policies and procedures are adhered to * KPI’s showing improving trends * Takes lead where necessary but empowers others to deliver without discharging accountability * Delivers on objectives | | | |
| proactive   * Innovative * Trust our people to deliver * Embrace change * Decisive | | | * Assists in developing and implementing strategies and objectives * Drives change and process improvements * Ensures correct forms of communication are employed at all levels * Achieves targets and maintains budgetary constraints | | | |
| inclusive   * Connected thinking * Stakeholder management * Promoting diversity * Enabling our people to excel | | | * Works well with others to ensure Procurement is at the forefront of business activity and that the procurement agenda supports business needs * Builds relationships and networking partnerships to deliver business advantage * Offers coaching and support to other team and business colleagues to effectively deliver Procurement objectives and requirements | | | |
| Last Updated By: | Hayley Farrell | | Date | | 24/02/2022 | |