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| **Title** | **Procurement Manager** |
| **Band** | **Management** |
| **Grade** | **M2** |
| Job Family | OPSU.M2 |
| Reporting To | Head of Supply Chain |
| Location | Hastings/Hybrid |

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| **Position Objective** |
| To lead as the procurement manager for all components and material related matters within the Avionics business streams. Responsible for the management of procurement teams to ensure the skills, capability and processes needed to support the business unit’s financial and strategic goals. Working closely with Head of Supply Chain and other senior stakeholders for long term people development, process & technology deployment, and to ensure all materials are negotiated and available for production and customer programme delivery |

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| **Generic Level Description** | |
| General | Translates and communicates company strategy into operational goals. Concern is with executing on goals within own area or department/s. |
| Time Span of Discretion | Months to two years. Average time of key initiatives - the greater the time span of discretion the higher the level of work. Higher level managers may have tasks that are shorter in the time span of discretion, however it is highly unusual for the opposite to occur - if it does the position needs to be evaluated. |
| Scope | * Provides project/process expertise and/or manages the coordination of the activities of a section or department typically through subordinate supervisors/team leads and/or managers. * Receives assignments in the form of objectives and determines how to use resources to meet schedules and goals. * Provides guidance to subordinates within the latitude of established company policies. Recommends changes to policies and establishes procedures that affect immediate organization(s). |
| Complexity of Goals | While less complex goals are found in all levels, more complex goals should be apparent in the more senior positions. Existence of very complex goals at less senior levels may highlight an issue in delegation or job design. |
| Job Complexity | Works on issues of diverse scope where analysis of situation or data requires evaluation of a variety of factors, including an understanding of current business trends. Follows processes and operational policies in selecting methods and techniques for obtaining solutions. |
| Overarching Accountabilities | * Accountable for their own, and the outputs of others, for sustaining a team capable of producing those outputs and for giving effective leadership to that team. Adds value to the work of direct reports. Determines, schedules and measures the outputs of direct reports. To accomplish this successfully all levels of managers must have the following minimum authority:  1. Veto of new appointments 2. Decision on types of work assignments - how to distribute work 3. Decision on performance appraisal - only the direct manager must evaluate/judge - peer reviews should establish the basic criteria and ensure consistency of appraisal within departments/functions and provide inputs - yet ultimately the manager is accountable for the appraisal decision. 4. Decision on terminations - within due process.    * Responsible for staffing, performance management and staff development. Ensuring clear succession management plan is in place and constantly maintained.    * Builds/initiates environments that support cooperation and cohesiveness among the work team(s) and with other areas within the organization.    * Promotes/initiates an environment that values willingness to implement new approaches to problem resolution.    * Leverages organizational knowledge by looking for, and tapping resources and team problem solving. Seeks to explore options, challenge status quo and establish greater clarity.    * Maintaining and managing budgets and required financial reporting. |
| Major Accountabilities | * Provides direction to subordinates based on organizational goals and company policy. * Acts as an advisor to subordinate supervisors/managers or staff members to meet schedules or resolve technical or operational problems. * Develops, plans and coordinates resources to meet operational objectives within own area. |
| Business Acumen | Anticipates and interprets client needs to identify solutions. Interprets business issues and adapts work priorities in own area. Understands ways in which the section, department and/or project/processes relate to and impact as a whole. Demonstrates thorough knowledge of operations and strategies. Seeks information regarding trends affecting section or department and industry. |
| Problem Solving | Foresees and solves problems where there is little precedent to guide the solutions. Serves as role model for calculated risk taking. Resolves problems through immediate actions or short-term planning and sets priorities to ensure tasks completion. |
| Discretion | Decisions or failure to achieve results will add to costs and may impact the short-term goals of the organization. |
| Technical and/or Functional Expertise | Breadth of technical/functional expertise is limited to one discipline/area - applies extensive knowledge of technical concepts and theories used by supervisory, professional, lead or project staff. May be acquiring knowledge of other related disciplines/areas and growing business knowledge. |
| Interaction | Frequently interacts with subordinate supervisors, customers, partners, and/or functional peer group managers, normally involving matters between functional areas, other company divisions or units, or customers and the company. Often must lead a cooperative effort among members of a project team. |
| Supervision | Manages, perhaps through subordinate supervisors and/or team leads, the coordination of the activities of a section or department with responsibility for results, including costs, methods and staffing. In some instances this manager may be responsible for a functional area and not have any subordinate employees. |
| Guidance | Receives assignments in objective-oriented terms. Work is reviewed in terms of meeting the organization’s objectives and schedules |
| Approval Required | VP/VP HR |

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| **Discipline Description** | |
| Responsibilities Include | * Leading and coordinating procurement team activities necessary to successfully support commodity and service procurement requirements of internal customers, primarily manufacturing and development/IRAD * Manage all indirect and direct commodity procurement * Review and negotiate terms and conditions to ensure the business is legally covered, de-risked and profitable * Focus on cost savings/avoidance through supplier cost negotiation, process improvements/enhancements, utilising the AWAR and design to cost processes * Manage supplier performance with regard to Quality, Delivery and Cost * Manage SCM risk and opportunity management process to provide analytical approach to identifying risk, assess impact, develop mitigation strategies and understand trends to predict future risk and opportunities * To be able to conceptualise complex issues and translate them to executable steps for quick resolution * Support prime contract negotiation and commitments are flowed-down to subcontractors, when applicable * Support construction, negotiation and management of contractual change with suppliers and subcontractors throughout project lifecycles * Ensures adequate communication of requirements, forecasts, proposal status, project deliverables, acquisition strategies, vendor development, risk mitigation efforts and any other mission critical supply-side requirements * Ensures adequate communication of SCM activities, strategies, progress and priorities to facilitate alignment of efforts, understanding and accountabilities * Provide potential short term and long term new vendor identification information through horizon scanning to ensure full due diligence and qualification efforts occur prior to design-in or contract-out commitments * Building effective working relationships with senior management, internal customers, external customers, and suppliers * Supports the identification, benchmarking and development of key suppliers, overseeing vendor evaluations, selections and approvals * Evaluate and challenge existing processes and policies to ensure streamed best practice optimises effective delivery of SCM/procurement activities * Developing and maintaining supplier performance management and supplier qualification systems in accordance with ISO and AS9100 requirements * Strict adherence to ISO/AS9100 purchasing requirements as well as all legislation (procurement, contract, export, etc.) and corporate policies. |

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| **Knowledge, Skills & Abilities** | |
| Required Skills & Abilities | * Strategic procurement and subcontract management experience ideally in the aerospace, defence, government or project driven manufacturing environment * Experience working in the tactical environments (what needs to be done now to achieve the current business objectives) and the strategic environment (establishing and aligning the team around strategic business objectives) * Experience of ‘challenging the norm’, identifying, influencing and managing ‘best practice’ change implementation of processes and procedures * Responsible for clearly articulating issues and possible solutions. * Strong negotiation skills to clearly demonstrate cost savings and margin improvement * Leadership through influence and effective conflict resolution * Strong financial experience * Strong communication skills from the front end to the boardroom * Ability to develop effective metrics |

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| **Education & Experience** | |
| Required Education & Experience | * University degree (Business Administration, Engineering or Accounting) * Preferably CIPS, APM or equivalent qualified * Proven experience in a high technology, defense, aerospace, government or manufacturing environment * Preferred experience in an aerospace production environment * Proficient Microsoft Office suite (Word, Excel) * Experience of ERP/MRP systems * Excellent negotiation skills and commercial acumen * Very customer focused * SC cleared, or be eligible for full SC clearance |