

<b>JOB TITLE:</b> Head of Procurement	<b>Post Ref:</b>
<b>SALARY BAND:</b> £60 - £75k	<b>HOURS:</b> 37.5 hours
<b>REPORTS TO:</b> Financial Director	<b>RESPONSIBLE FOR:</b> 2 Staff
<b>LOCATION:</b> Albury/Site/Home	It is expected the incumbent will spend part of the week in the office (1-2 days), part visiting sites (nationally) and part at home.

**MAIN PURPOSE OF ROLE / JOB SUMMARY**

Land and Water is a Civil and Environmental Engineering company that works on projects where the land meets the water. As a result of our growth, we are looking for an experienced Head of Procurement with a Construction background. You will be responsible for taking ownership of the current procurement process, system and team, and then identify areas to improve, develop and evolve to create a strong procurement strategy for the future.

The Head of Procurement will be required to engage at all levels across the Group, bringing a wealth of experience and passion that will develop our processes to provide cost savings, efficiencies and sustainability within our external supply chain and Internal procedures, whilst mentoring and developing a team for the future.

## **DUTIES & RESPONSIBILITIES**

- Management and Development of the Group's Company Procurement Strategy
- Working with the relevant senior management teams and directors to fully understand the business objectives to ensure the Procurement Strategy aligns with the wider business needs.
- Monitoring and evaluating current processes to identify areas for improvement. i.e Costs, Quality/HSQE and Sustainability.
- Promoting and identifying the most sustainable materials and practices for the Group.
- Assess established supply chain agreements & if appropriate look for alternative suppliers to build and strengthen relationships for the future.
- Attend New Project/Handover Meetings, to fully understand the jobs requirements, reference timing and costs of any critical materials or services.
- Liaise regularly with Project teams, visiting sites on an ongoing basis to identify any problems with the supply chain and look to resolve issues quickly and efficiently.
- Managing, reviewing and improving the out-sourced Motor Fleet provider.
- Lead and mentor the buying team, monitoring their development/training and considering the structure and recruitment needs for the future.
- Liaising with the Estimating team at tender stage, providing information on prices, availability and sustainable options.
- Working with the Finance Team, reference payment terms, credit limits and supplier queries and issues.
- Produce analytical data to identify savings, price increases, supply chain spend – Comparisons with sustainable materials/services.
- Attend senior meetings to present and report on Procurement and any current supply chain issues.
- The Head of Procurement will be asked to join the L&W Group Carbon panel, and will attend monthly meetings to help us obtain our carbon and sustainability targets.

## **The Ideal Candidate will have the following skills and abilities (as well as our Core Values and Behaviours as listed below)**

- Significant experience as a Procurement Manager withing the Construction Industry
- CIPS/MCIPS Qualified or have a strong Procurement background.
- Must have previous experience in leading and developing a Procurement Strategy that demonstrates measurable improvements to site and the rest of the Group.
- Ability to communicate and provide knowledgeable advice to Internal Site Teams, Business Heads and Directors across the group
- Has previous experience of managing a team, and has an engaging leadership style, with the ability to mentor, develop and grow the team.
- A decision maker, who possesses strong analytical skills & who is financially & commercially astute.
- Strong knowledge reference Sustainability
- Good IT and systems knowledge
- Be a hard worker, who is enthusiastic and self-motivated but can work well as part of a team.
- Clear and effective communicator at all levels

**All the above tasks to be performed taking into consideration the three pillars of sustainability, People, Plant and Profit.**

**CORE VALUES & BEHAVIOURS**

- **Passion & Excellence:** - pursue a can-do attitude; being proactive and owning your work. Challenge the status quo and love what you do.
- **Respect** – be aware of your impact on others; value openness and carefully listen to the review of others. Respect your colleagues, self and environment. Look after the tools of your trade.
- **Collaboration** – work together to achieve a common goal.
- **Empathy** – demonstrate a caring approach to your colleagues, customers and self.
- **Honesty & Integrity** – when something goes wrong – own it! Learn from mistakes and avoid it happening again.

**Signed by Job Holder:** .....

**Signed by Manager:** .....

**Date:** .....

**For office use:**

**JD created by:**

**JD approved by board meeting on:**

**Copy of job description forwarded to HR**  
**Date: By:**