

March 2017

JOB PROFILE

Job Title: Buyer
Hay Grade: H14
Department: Purchasing

Purpose:

- To manage the inward supply of a portfolio of production commodities and non-production goods and services.
- To prepare for and negotiate contracts for a portfolio of production commodities and non-production goods and services at the most commercially competitive terms available with due regard to specification, policy and brand/business plans.
- To support the implementation of the overall business plan by acting as the Purchasing team member responsible for a particular sector of the business.

Job Content:

- Interpret production plans and forecasts to support business manufacturing requirements.
- Devise Source Plans for particular areas of spend, which are consistent with the overall Purchasing strategy and designed to support the implementation of brand/business plans. Lead cross functional teams to develop Source Plans.
- Negotiate and agree terms and conditions with suppliers consistent with the recommendations of the Source Plan.
- Act as the Purchasing team member responsible for a particular sector of the business, involved in new product development, product launches and other activities as appropriate. Share this information with other member of the Purchasing team as necessary and manage their timely input.
- Prepare budgets by forecasting future prices based on analysis of market information and agree with Purchasing Manager.
- Monitor price performance versus budget and actuals.
- Report price performance and other relevant quality/market issues.
- Research and identify alternative supply sources for existing or new goods and services to ensure continuity of supply and improve brand profitability, team working as necessary.
- Conduct visits to suppliers in order to appraise production capabilities and to determine commercial viability.
- Participate in compilation of vendor rating data and lead subsequent supplier meetings.
- Research and identify purchasing collaboration opportunities with associate companies and lead team in producing Source Plan.



- Lead continuous improvement projects such as those resulting from programmes within Supply Agreements.

Success Factors:

- Achieve business expert status on the various markets within given portfolio.
- Achieve best possible terms, at least within budget. Clearly demonstrate this by benchmarking.
- Produce Source Plans for key spends in portfolio that demonstrate business/brand objectives have been taken into account and that there is a business consensus on strategy.
- Demonstrate cost reduction and lead-time improvement options have been explored and implemented for key commodities.
- Ensure any new suppliers have a clear plan to introduce their services without disruption.
- Improve the average VR rating of suppliers in portfolio every year.

Job Knowledge:

- Degree or HND qualified e.g. Economics, Business Studies
- Member of the Chartered Institute of Purchasing and Supply
- Minimum of 3 years purchasing experience in a manufacturing environment, preferably managing a spend in excess of £3m per annum
- Demonstrable experience of modern purchasing techniques
- Materials and services purchasing experience
- Advanced negotiating ability
- Supplies management experience in an ERP environment

