



# ROLE PROFILE

Role Profile			
<b>Job Title</b>	Senior Buyer		
<b>Section</b>	Business Services	<b>Department</b>	Business Support
<b>Reports to (Job Title)</b>	Head of Procurement		
<b>Suitable for Job Share (Y/N)</b>	N	<b>If No state reason</b>	Requirement to provide a consistent service to customers.
<b>Location</b>	Building 2, Derriford Business Park, Plymouth with travel to other Delt/customer sites as required	<b>Shift Pattern</b>	Office hours as per company terms and conditions

<b>Job Purpose</b>	<p>To assist in the definition and implementation of sourcing strategies for all non-pay goods and services across multiple categories (revenue and capex). Working with internal customers/stakeholders and suppliers, the post holder will provide an exemplary procurement service where every interaction is great.</p> <p>Execution of category strategies inc developing and delivering contracting mechanisms and ensuring supplier performance</p> <p>Working to our company objectives and values, the role will deliver maximum value for company resources through the identification of risks and development of supplier management strategies.</p>
<b>Key Competencies &amp; Outputs</b>	<p>Consistent ability to identify, quantify and prioritise improvement opportunities with service stakeholders and clients.</p> <p>Develops an expert level of knowledge of their designated product/service subcategory to ensure that goods and services are procured to time, cost, and specification.</p> <p>Conducts in-depth market analysis to leverage the benefits of our procurement strategies.</p> <p>Contributes personally and proactively to the delivery of the savings outlined in the functional value plan ensuring the quality of goods and services procured is in line with the procurement strategy and, where appropriate, technical roadmap.</p> <p>Promotes and delivers a high-quality procurement service that helps our customers do amazing things.</p> <p>Reviews and updates the department's processes and procedures keeping them current and relevant based on best practice, growth projections and any regulatory standards.</p> <p>Engages with teams across the company and provide guidance whilst influencing outcomes from Delt's procurement strategy.</p>

	<p>Work diligently to Delt's values and behaviour framework and engage fully in the personal development review process.</p> <p>Supports Project and Delivery requirements, providing procurement guidance and expertise collaboratively to realise best value, programme adherence and compliance</p> <p>Develops defined objectives and timelines for on time contract renewals that align with the savings plan and fully meets customer requirements.</p> <p>Works as an effective collaborator with the finance team and procurement administrator to deliver a seamless purchase to pay process.</p> <p>Demonstrates values led leadership best practice when supervising staff</p> <p>Provides procurement advice and support to the Delt Senior Leadership Team (SLT) and other stakeholders as required.</p> <p>The outputs listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed</p>
<p><b>Experience, Knowledge, Skills and Qualifications</b></p>	<p>Demonstrate experience in Procurement and supply chain processes. Candidates should have CIPS level 5 or be studying towards it.</p> <p>Report writing and experience in presenting reports to managers/stakeholders and analysing relevant data sets.</p> <p>Effective decision maker with strong diverse supply chain experience</p> <p>An effective negotiator with the experience of delivering financial and operational benefits on a range of categories.</p> <p>Have a full appreciation of contractual terms and conditions with sound understanding and experience of the supplier partnership and good general commercial awareness.</p> <p>The post holder should have a mix of experience with regards to sector i.e., commercial/public/third.</p> <p>The post holder should understand supply chain design and risk mitigation tools and techniques</p>
<p><b>Corporate Standards</b></p>	<p>In accordance with Delt organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must always act in accordance with appropriate legislation and regulations, codes of practice and Delts policies and procedures</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation</p> <p>In a people first environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>