

JOB DESCRIPTION



Job Title:	UK Procurement Manager	Location:	Bury St. Edmunds, UK
Department:	Procurement	Global Grade:	3
Reports to:	Global Procurement Manager	Key relationships:	Procurement, Planning, Commercial, Logistics, Technical & Regulatory

JOB SUMMARY

This post holder will draft and drive a strategic sourcing strategy for the purchased products within their remit, which aligns with current and future business objectives. Identifying new suppliers, developing cost-reduction initiatives, increasing efficiencies, and mitigating supply and quality risks are integral to this role. There must be focus on sourcing from a global supply base, developing new and existing supplier relationships and ensuring sustainable and ethical supply of key raw materials as well as compliance to current and future global sustainability regulations. Proactive communication with all stakeholders, suppliers and key contacts within the supply chain will be essential. Providing real time market updates as well as market intelligence and proactive, innovative solutions to supply challenges and risks are essential to success in this position. The post holder will be expected to leverage key supplier relationships and capabilities to drive revenue growth and to proactively drive new product development opportunities.

This role will focus on managing all key aspects of the supply chain from origin to contract negotiation, to material receipt, to stock, ensuring continuity of supply and quality of key raw materials to the business. There will be substantial collaboration with external partners to foster along with a range of internal functions including, but not limited to, Procurement, Quality, Planning, Logistics, Operations, and Commercial (Marketing, Category Management and Sales).

This role is also responsible for all aspects of people management for the UK Procurement team

DUTIES & RESPONSIBILITIES

The duties and tasks involve the following:

- Develop, manage, and implement strategic sourcing strategies, leveraging cross-functional knowledge and expertise
- Build strong raw material technical knowledge and deep understanding of raw material supply chains, which will enable recipe flexibility and supply chain resiliency
- Conduct in-depth market analysis for raw materials to make purchasing decisions and forecast pricing
- Investigate and implement ways of reducing cost by way of alternative supplier sourcing, increasing payment terms, driving supply chain efficiencies and/or negotiating better prices
- Maintain awareness of market factors and material supply issues/opportunities, identify and mitigate supply and /or quality risk and communicate pertinent information to relevant internal and external customers through proactive supplier communications
- Actively advise and support stakeholders on business-related matters to maximise value from identified opportunities and supply arrangements
- Negotiate best terms for raw material pricing and supply agreements, leveraging supplier relationships, raw material market intelligence and procurement expertise
- Ensure adherence to current and future global sustainability regulations and drive supplier initiatives to meet Treatt's sustainability objectives and timelines
- Manage Treatt's pricing system for designated product categories
- Visit suppliers and customers where necessary and attend industry events, which could involve international travel
- Utilise all resources and systems available, including JDE, to maintain optimal levels of inventory and ensure continuity of supply and quality parameters

- Provide education opportunities to internal stakeholders to ensure product and market awareness through collation of existing knowledge as well as provision of new information and insights
- Build and develop strong working relationships with suppliers and key stakeholders to enable priority access to raw material supplies, market intelligence and technical/marketing support
- Identify and qualify new suppliers to secure more cost-effective sources of supply and mitigate supply risks
- Support and deliver procurement objectives, and proactively support the development of the global procurement function
- Maintain a high level of internal and external service provision
- Act as a mentor and source of knowledge and expertise to members of the global procurement team as well as to cross-functional peers globally
- Provide leadership to department, coach, mentor and develop direct reports and manage a high performing team that delivers continuous improvement, added value and cost reductions
- Set department objectives and monitor ongoing progress and performance
- Ensure strong communication between teams under leadership to facilitate exchange of information and to implement change and improvements
- Perform such other tasks as are consistent with the general role description and job title, which may be subject to change

EDUCATION & TRAINING

- Bachelor's degree (business, supply chain or agricultural economics preferred)

KNOWLEDGE & EXPERIENCE

Essential Criteria:

- A minimum of 8-10 years procurement experience in a complex buying role, or equivalent supply chain experience
- Demonstrable record of leading and managing people to optimise performance
- Experience developing strategic sourcing strategies
- Track record of successful negotiations that deliver direct business value
- Commercial mindset with a strong focus on providing the best possible service to our customers, both internal and external
- Proven experience dealing with high value contracts
- In-depth understanding of supply & demand fundamentals, market dynamics and price forecasting
- Experience sourcing from a global supply base and international logistics
- Strong technical knowledge relevant to respective categories and portfolio of products
- Competent international traveller

Desirable Criteria:

- Experience of working within the Flavour & Fragrance industry
- Knowledge of sustainable and ethical sourcing and global regulations
- A good understanding and experience of using systems in which we operate (JDE, Microsoft Office)
- Effective people management experience
- CIPS and/or CPM certification

SKILLS & ABILITIES

- **Strategic thinking:** Ability to compile data, knowledge, and insights to anticipate future trends, consequences and opportunities, which can drive business performance today and into the future.
- **Organisation skills:** This position requires one to be a self-motivator with the ability to organise, analyse, prioritise, and multi-task in a methodical way whilst working in a fast-paced environment, using a very strong eye for detail.
- **Drive for results:** Success in this role will require internal drive for consistent delivery of objectives and the desire to deliver above and beyond.
- **Communication skills:** This person will be required to establish and maintain effective communication with peers, senior management, and suppliers. It is important to be able to speak,

listen, and write well, in addition to providing presentations, facilitating meetings, and training, and creating reports.

- **Business acumen:** Understanding business drivers, global market and macroeconomic factors, and Treatt’s operating environment are critical to deliver both procurement and company strategies.
- **Integrity:** An undivided and unbiased mentality is required while executing tasks. This person will be trustworthy, hold confidence and resilience when faced with tough situations.
- **Interpersonal skills:** This job requires excellent relationship-building and influencing skills along with a desire to deliver a high quality end-user experience. Earning trust, respect, and credibility with both suppliers and colleagues is critical for success. Strong negotiation skills across all levels of the business and across the various cultures within our global supply base are required as is the aptitude to work both independently and to be a strong team player.
- **Influencing:** the ability to influence and persuade others
- **Motivation:** the ability to support and encourage individuals and teams so that they give their best
- **Dissemination skills:** the ability to pass on information, knowledge and opinions to a wider audience
- **Time Management:** the ability to make mot effective use of one’s own time and that of others

WORKING CONDITIONS

Environment:	Exposure to hazardous Chemicals Open Office – typical spacious room, desks close together Shop floor, including some time inside and outside production or workshop environments	Physical Factors:	Sitting, walking, stooping, standing.
Travel:	Regular travel as required to meet business needs, some may be international		