

Job Description

Job title	Head of Projects Procurement	Date	March 2024
Reports to (title)	Supply Chain Director		
Contract/Department	Procurement	Revision	Version 1
Contractual Location	Eastleigh or Surbiton		

Job purpose

Describe the overall purpose of the job in two or three sentences.

To lead the sourcing strategy for EMCOR UK projects in collaboration with the Supply Chain Director and organisational operational /projects stakeholders. This is a transformational role working with the business to understand requirements and create a robust and forward thinking framework to effectively deliver engineering excellence and a better world at work for our customers, colleagues and supply chain; and for the communities in which we work.

Leading the way in setting the standard for procurement excellence, whilst driving a high-performance culture.

Driving value for money by leading all supply chain project negotiations and ensuring we remain competitive whilst maximising profit for EMCOR UK.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Ensure that all projects sourcing is undertaken in line with the overall organisational projects strategy; projects category plan; project specific procurement plan and procurement best practice.
- Develop the procurement projects strategy in partnership with the business and take ownership to lead the delivery.
- Continuously analyse market trends, supplier performance and cost structures to identify risks and opportunities for improvement and implement risk mitigation strategies.
- Collaborate with Category Manager for Projects to develop wider relationships with specialist supply chain to suit product / service / geographical gaps and support growth opportunities to align with business need. Ensure projects supply chain is appropriately accredited and provides sufficient competition and value for money for all project customer accounts / business divisions.
- Identify, select, develop and manage new supply chain to support future business through a rigorous evaluation process, ongoing performance measurement, contract review and benchmarking
- Negotiate and deliver cost savings through negotiation. Evidence value for money that can be demonstrated to our customers.

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- Initiate a risk based approach to supplier tendering, selection and award, building in commercial analysis of tenders / negotiations to ensure caveats / assumptions are well managed; the correct financial model is used and any KPIS / SLAs / Programme risk is negotiated and back-to-back with supply chain.
- Identify innovation and ensure that these are presented to our accounts to increase revenue and margin opportunities.
- Provide engaging and authentic leadership in all aspects of your role, ensuring alignment with business needs.
- Provide a culture of continuous improvement delivering improvements that support the organisation's requirements, ensuring that business stakeholders are seen as a customer and engage to gain feedback to set improvement objectives and deliver against collective business plans
- To work proactively with Category Manager for Projects, Operations, Commercial and WSA to ensure that performance management of supply chain suitably assesses risk and any mitigating plans / actions are put in place.
- To support the wider Supply Chain Team with bespoke business strategic initiatives from time to time regarding areas such as sustainability, innovation, social value, ED&I and wellbeing.
- Provide direction and leadership to the Project Buyers. Create a working environment that empowers them to take ownership of their work, encourage innovative thinking, teamwork and flexible and enthusiastic work culture.
- Work in collaboration with the Supply Chain Director and Supply Chain Team Management to positively promote the work of the team.
- Any other task reasonably requested from time to time.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over supply chain and any responsibility for assets, systems or outsourced services.

Leadership of Project Buyers

All major Projects supply chain tenders, negotiations and awards.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Exceptional sizeable and complex projects / construction procurement experience
- A passion for procurement and supply chain.
- A desire to think 'outside of the box'. Not be afraid to challenge with an ability and focus to drive improvement with a 'can-do' attitude.
- Highest levels of integrity at all times.
- Ability to identify, assess and consider risk management throughout the procurement and contract management process
- Ability to successfully lead and support a team.
- Sustainable Procurement knowledge

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- Experience in stakeholder engagement
- Strong presentation, and influencing skills
- Experience of driving value and delivering cost saving targets
- Ability to lead and work in cross-functional teams
- MCIPS preferred
- Valid full driving licence

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

A key part of this role, especially in the first year will be to make exceptional relationships across the business and to formulate our procurement projects strategy. To do this there will be a requirement for travel to sites / supply chain / EMCOR UK offices across the UK to understand current set up / scope out requirements / build strategy and set the foundations for future success of projects procurement. This role will therefore suit someone with the flexibility to travel as needed across the UK. We need to build strong collaboration to successfully deliver and build face to face relationships and our successful candidate will need to integrate themselves into the business teams that they will support. There will then be a requirement for travel to EMCOR UK offices, customer sites, supply chain locations, conference, events etc as necessary to fulfil role.

Due to the nature of the work you must be able to obtain and maintain SC/DV clearance.

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	