

Job Description

Job title	Operational Buyer (Fixed Term Contract)	Date	September 2024
Reports to (title)	Senior Buyer (South)		
Contract/Department	Procurement	Revision	Version 1
Contractual Location	Eastleigh or Surbiton with visits to South based sites as needed.		

Job purpose

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

<p>To manage procurement for EMCOR UK. One of our existing buyers is supporting a mobilisation within the business full time for 6 months, so this role is to cover her workload and support the Operational Buyers in the South.</p> <p>The role will be part of the EMCOR UK Procurement team, where you will collaborate with our Supply Chain Director, Heads of Projects Procurement and Category Leads and other Ops / Projects Buyers to ensure we deliver a robust and forward thinking supply chain solution 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.</p> <p>This role will be embedded into our EMCOR UK team and will be responsible for all supply chain and procurement activity on the contracts assigned to be covered.</p> <p>Ensure we have a good supply chain, readily available to rely on, that delivers excellence to our customer sites with the right governance around the relationship to ensure performance standards are met</p> <p>Driving value for money by leading all supply chain negotiations and ensuring we remain competitive whilst maximising profit for EMCOR UK.</p>
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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.

<ul style="list-style-type: none"> • Ensure that all procurement activity is undertaken in line with the overall organisational strategy; category plan; account specific procurement plan and procurement best practice. • Develop the procurement account strategy in partnership with the account team 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 team to develop wider relationships with specialist supply chain to suit product / service / geographical gaps and support growth opportunities to
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align with business need. Ensure supply chain is appropriately accredited and provides sufficient competition and value for money for all account needs..

- 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.
- 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 a culture of continuous improvement delivering improvements that support the organisation's requirements, ensuring that account stakeholders are seen as a customer and engage to gain feedback to set improvement objectives and deliver against account procurement plan.
- Promote and drive a strong safety culture into the supply chain by ensuring that work is carried out in compliance with the organisation's HSEQ management system and culture
- Be the point of escalation for supply chain matters on the account.
- 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.

Account based tenders, negotiations and awards. Zero direct report at current time

Person specification

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

- Excellent FM 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
- Experience in stakeholder engagement
- Experience of driving value and delivering cost saving targets
- Ability to lead and work in cross-functional teams
- MCIPS preferred


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- 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.

There will be a need to travel across the UK to support contracts as well as supply chain visits and audits; company meetings, training etc.

Line Manager Signature	
Print Name	David Harmon
Date	23/09/24

Job Holder Signature	
Print Name	
Date	

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