

Job Description

Job title	Operational Buyer	Date 24/07/2025
Reports to (title)	Senior Operational Buyer	
Contract/Department	Native Oak / Procurement	Revision 1
Location	Cheltenham	

Job purpose

Describe the overall purpose of the job in two or three sentences. Add your text below the pre-populated corporate wording.

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.

This role will be embedded into our EMCOR UK team on our Client site and will be responsible for all supply chain and procurement activity on the contract on both the strategy for FM and projects (Including but not limited to PPM service delivery, M&E, Fabric, Project Consultants).

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 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.
- 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.
- 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.

Job Description

- 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.
- Continuously analyse market trends, supplier performance and cost structures to identify risks and opportunities for improvement and implement risk mitigation strategies.
- Driving value for money by leading all supply chain negotiations and ensuring we remain competitive whilst maximising profit for EMCOR UK.
- There will be a need to travel across the UK to support the contract and to engage in supply chain visits and audits, company meetings, training etc.
- Collaborate with Category team to develop wider relationships with specialist supply chain to suit product / service / geographical gaps and support growth opportunities to align with business need. Ensure supply chain is appropriately accredited and provides sufficient competition and value for money for all account needs.

Resource responsibilities

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

- There will be no direct report management.
- Role will require good supply chain engagement and understanding of the role of the supply chain within the contract. Be able to manage that relationship to deliver service to EMCOR's end client and resolve any service failings.
- The role will be expected to deliver the supply chain solution within the budgets of the contract, to identify where cost variations come from and reasoning behind them and to report these back to the finance, commercial and operational leads.

Person specification

Describe the knowledge, skills, qualifications, personality, and experience required for the job. Add your text above the pre-populated corporate wording.

Job Description

- Knowledge and experience of Procurement Processes, Systems and Supply Chain Methodology
- Experience in M&E and Fabric project/ FM experience is desired
- Confident promotion of EMCOR's preferred supply chain partners
- Experience in stakeholder engagement
- Able to manage internal customer relationships
- Expert negotiations skills
- Experience in delivering and developing sustainable procurement objectives
- Commercial awareness
- Ability to deliver service excellence to internal and external customers
- Strong presentation, and influencing skills
- Experience of driving value and delivering cost saving targets
- Ability to work in cross- functional teams
- Strong analytical skills
- MCIPS preferred or working towards
- Valid full driving licence
- 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

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.

- Role requires a willingness to travel with the potential for overnight stays.
- Applicants should have good IT skills upon Microsoft platforms including PowerBI (but not essential)
- National Security Clearance should be held or obtainable

Line Manager	
Signature	
Print Name	
Date	

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Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	