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| A | **Post Details** | | | |
|  | Job Title: | Procurement Officer | Function: | Engineering |
|  | Location: | Slade Green | Unique Post Number: |  |
|  | Reports To: | Materials Planning Manager | Grade: | ASG |
| B | **Purpose of the Job** | | | |
|  | Responsible for placing orders on suppliers as directed by the Materials Planning Manager or prompted by the Engineering Materials Management System.  Reviewing committed orders and expediting to ensure on time delivery.  As the main interface between external suppliers and Southeastern the communication of progress, opportunities, risks, issues & concerns is key to ensure the business remains informed and actions taken.  Placing non-stock orders as directed by staff when authorised by the department budget holder. | | | |
| C | **Principal Accountabilities** | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11 | Place orders (system driven or as directed by the Materials Planning Manager) in a timely manner to ensure supply meets demand.  Make recommendations to the Materials Planning Manager for inventory management settings adjustment based on historic trends and future forecasted requirements.  Expedite orders in a timely manner to ensure on time delivery and highlight potential issues before they become critical. Escalate any issues both internally and externally as and when they become known  Request order acknowledgments and file when received. Follow up orders when placed to ensure receipt by supplier and log enquiry  At all times follow Southeastern’s Procurement & Engineering Materials (including Safety Critical) procedures  Ensure that all orders are placed through Southeastern’s procurement systems, with approved suppliers and COSHH data sheets to be requested as required  Attend daily depot meetings as required and feedback to team.  Resolve invoice queries with suppliers to ensure prompt payments  Maintain records, logs & supporting documentation (E.g. quotes, requisitions, acknowledgments, etc..) to provide audit trail & help communicate.  Collate KPI data to monitor performance and present results, highlighting any issues or improvements.  Reconciliation of Supplier order books with Southeastern’s purchasing systems. | | | |

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| D | **Safety Responsibilities** | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | Yes |  | No | **X** |
| D2 | This is a KEY SAFETY POST | Yes |  | No | **X** |
| D3 | This post requires SECURITY CLEARANCE | Yes |  | No | **X** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | Yes |  | No | **X** |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | Yes |  | No | **X** |
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| D6 | The post holder has the following specific safety responsibilities: | | | | |
|  | * Placing orders for Safety Critical components on approved suppliers. | | | | |
| E | **Decision making Authority** | | | | |
| E1  E2 | Only placing orders on Southeastern’s Materials Management System when satisfied that all requirements have been met  As defined by the Critical Spares Manager | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | |
| F1 | Prioritising workload to meet Southeastern’s fleet requirements.  Working within a demanding environment that depends on promised delivery commitments being met.  Dealing with material shortages where the solution is outside of materials departments’ area of influence. | | | | |

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| G | **Person Specification** |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.For these reasons we look for evidence of the following Southeastern values and behaviours in all potential staff and our existing staff looking for promotion …. **OUR VALUES – Safe, Professional, Honest, Friendly and Flexible**  **OUR BEHAVIOURS**   * **Professionalism** – Aims to be the very best they can be through their attitude & respect for others. * **Honesty & Integrity** – Is transparent and honest taking full responsibility for actions. Demonstrates confidence and courage, dealing effectively with difficult situations * **Team work, Sharing and Supportive** – Aligns with others to deliver common goals. Shares ideas and information. Supports colleagues and works effectively with others. * **Adding Value** – Exploits opportunities to improve results and add value to the business. * **Empathetic** – Is empathetic to the needs of colleagues/customers, earning their trust and respect. * **Taking a Broader view** - Champions change and considers the long-term impact of decisions across the business   …. along with the particular experience/knowledge, skills and behaviours relevant to the position applied for.  The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : |
| G1 | Experience, Knowledge & Qualifications Understanding of the supply chain process and supply chain management  Understanding of human relations  Ability to build relationships  Good IT knowledge  A technical related background would be a benefit. |
| G2 | Skills (including any specific safety critical competencies) Good interpersonal skills, including the ability to develop constructive relationships with suppliers  Good communication skills, including the ability to understand & influence.  Ability to help design new processes and implement change.  Analytical with both hard data and soft data  Self motivated and driven yet be able to achieve results in a team context |
| G3 | Behaviours Positive, enthusiastic, optimistic,  Dedicated and confident  Persuasive |
| G4 | **Other**  Self motivated, a “can do” approach and attention to detail. |

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| I | **Dimensions of role** | | | | |
| I1 | Financial – Direct: | | Materials Dept spend is approx £5m per annum. | | |
| I2 | Financial – Other: | | None | | |
| I3 | Staff Responsibilities – Direct: | | None | | |
| I4 | Staff Responsibilities – Other: | | None | | |
| I5 | Any Other Statistical Data: | | None | | |
| J | **Acknowledgement** | | | | |
| J1 | Prepared By: | Shaun Glynn | | Date: | 17th May 2011 |
| J2 | Approved By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **K** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **L** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |