



Sourcing Manager

The Company

PD Ports is a leading UK ports business offering end to end supply chain solutions, employing over 1,300 people in the UK. With headquarters based in the North East of England, PD Ports owns and operates at several other UK ports and logistics centres. The organisation consists of three principal business segments: Port Operations (Bulks), Port Operations (Unitised) and Conservancy/ Property.

The Role

Based at our Head Office in central Middlesbrough a vacancy has arisen for a Sourcing Manager on a permanent basis working for the Head of Procurement in the central Procurement team.

Supporting the Head of Procurement in providing a comprehensive procurement service to achieve maximum value and to deliver best procurement practice in support of the company's business objectives and in compliance with the company's Procurement policy. The role will also involve the management of compliance activities to ensure completion on time, actions tracked, solutions agreed and documented and accurate timely reporting is provided.

The primary responsibilities of the role will be to:

- Lead and execute sourcing projects aimed at reducing cost, minimising risk and optimising business processes for operating goods and services including those commodities that fall into the Utilities Contracts Regulations 2016;
- Provide Procurement lead to develop and deliver capital sourcing projects including capital projects that fall into the Utilities Contracts Regulations 2016;
- Provide Procurement Support to the projects team for all capital projects that fall into the Utilities Contracts Regulations 2016;
- Develop and implement sourcing plans/strategies for commodities, considering situation analysis, company objectives, and key industry market and economic trends;
- Encourage and influence stakeholders to ensure key spend categories including capital are directed through the central Procurement function;
- Assist the Head of Procurement in raising the profile of Procurement within the organisation.
- Ensure that all procurement activity and tender requirements are in accordance with the company's Procurement policy and keep up to date and comply with all prevailing legislation including the Utilities Contracts Regulations 2016 and UK competition law;
- Negotiate contracts with suppliers, ensuring favourable contractual terms and conditions and specifications, deliverables and performance metrics are clear and can be easily quantified.
- Work with the legal function to construct the necessary contractual arrangements to ensure all contractual terms and conditions are approved and corporate risk is minimised;
- Establish internal relationships with all business units, identifying key areas for review driven by stakeholder requirements and to ensure common procurement requirements are leveraged across the business units;
- Monitor supplier performance and develop suppliers which can add value through continuous improvement and innovative solutions;
- Mediate issues between stakeholders and suppliers as required;

- Adopt 'Best in Class' procurement processes, practices, methodologies and tools;
- Support the Head of Procurement in development of the Procurement Strategy and all associated Procurement documentation;
- Lead the development and support the ongoing maintenance of both the company's ERP procurement system and eProcurement system;
- Monitor and analyse the IFS Purchase to Pay key performance data and execute recommended improvements in the Purchase-to-Pay workflow;
- Develop and implement a procurement toolkit to provide easy access to the company's Procurement policies and procedures in an easy to understand format;
- Identify, understand and manage supply chain risk during the procurement phase of new and existing suppliers and subcontractors, and put in place risk mitigation strategies;
- Develop supply chain map for critical suppliers;
- Establish short-term and long term sourcing plans for staff members to structure workloads;
- Mentor and Supervise the Procurement Apprentice and Procurement Assistant.

The Candidate

With excellent communication and organisational skills and the ability to work under pressure, the successful candidate will be a team player with a customer focused approach and will be comfortable interacting at all levels within an organisation.

The successful candidate is likely to have the following other key attributes, skills and experience:

- Minimum 8 years working in a senior procurement role in delivering sourcing projects, driving cost savings and negotiating improved commercial terms and conditions.
- Self-starter with excellent commercial acumen, ability to work cross-functionally and the ability to drive change across all levels of the company.
- MCIPS qualified (or working toward becoming fully qualified– sponsored by PD Ports)
- Working knowledge of negotiating terms and conditions and construction of supplier contracts.
- Sound numerical skills are essential with the ability to gather and analyse data.
- Proficiency in managing multiple work activities simultaneously in a heavy workload environment.
- Working Knowledge of the UK Public Procurement Contracts Regulations and/or the Utilities Contracts Regulations 2016
- Advance IT skills. Proficient in the use of Excel, Word, PowerPoint and Visio and experience with an ERP system. IFS ERP experience would be an advantage but not essential.
- Strong negotiation and contracting skills
- Excellent people management and interpersonal skills
- Problem-solving and critical thinking abilities
- Hands on experience with eProcurement software

If you feel you have the necessary skills to undertake this challenging role please apply in writing providing a full CV and covering letter to:

Group HR Department
PD Ports
17 – 27 Queens Square
Middlesbrough
TS2 1AH

Email: hadmin@pdports.co.uk

Closing Date: Friday 7th May 2021