



JOB DESCRIPTION

Job Title: Director of Procurement and Service Management
Reports To: Chief Finance Officer
Location: Nationwide / Flexible

Job Summary

Reporting to the Chief Finance Officer, the Director of Procurement and Service Management will provide Strategic direction, knowledge, advice and expertise on All areas of Procurement, Service and Contract Management and Buying to enfinium's operational assets, Construction and Corporate Businesses enabling the generation of clean, renewable energy to power both homes and businesses.

The individual is crucial to the continued success and sustained growth of enfinium in the UK, and in preserving our environment for future generations whilst providing for today's energy needs.

The Director of Procurement and Service Management will ensure enfinium continues to deliver market leading operational excellence by ensuring enfinium creates best value, best in class contract and stock management to ensure the best delivery to our facilities and support future growth and development. Working closely with other areas of the business, but specifically, the Plant Managers, Maintenance Managers, Director of Group Asset Management and their teams plus the corporate teams to ensure collaboration and consistency is achieved throughout the expanding company.

Essential Duties and Responsibilities

- Responsible for managing the Procurement Team including setting targets and monitoring performance, Leading and building the team and ensuring stakeholder requirements are understood and delivered to support the Operational delivery for enfinium.
- Responsible for developing and implementing procurement strategy and processes.
- Developing and maintaining strategic supplier relationships to ensure the business delivers continuous improvement and best value.
- Partnering with senior stakeholders to ensure best value, costs, delivery terms and quality standards are being met through suppliers.
- Analysing market trends to identify changes and act on this accordingly.
- You will be ensuring full (legal) compliance in accordance with Company rules, local site rules, procedures and initiatives, in particular those relating to Health, Safety, Environmental management, regulatory requirements, quality systems and continuous improvement as well as the relevant laws and legislations.
- You will engage and monitor Procurement outputs to ensure:
 - Positive commercial terms
 - Fulfilment of Service
 - Contractual compliance
 - The full compliance on legal and other regulations external and internal by using professional knowledge, keeping up to date with external changes.
- You will provide processes and systems for effective procurement and performance reporting across the group.
- This role is accountable for ensuring all Managed Service Agreements and Supplier Contract and processes meet with the needs and requirements of the Plant Management teams, Executive Committee & Legal team.
- Establishes professional relationships with key suppliers & contract service personnel in both procurement and delivery fulfilment.
- This role shares accountability with the Plant Managers for ensuring that all materials are properly catalogued and requisitioned as required, for planned and unplanned plant requirements.
- Support Team to work with procuring managers to source alternatives suppliers if needed, act as critical friend to challenge the business to get the best out of suppliers

- Manage supplier relationships to ensure continuity of goods and services meet the quality, service, and price required.

Supervisory Responsibilities

This role has line management responsibility for:

- 4 x Buyer roles

Qualifications & Experience

- Have a proven track record working in senior procurement positions within heavy manufacturing, waste processing technologies and/or power generation facilities.
- Experience in building and managing a team.
- Experienced in fast paced procurement.
- CIPS qualified or similar relevant qualifications.
- Experienced in developing category strategy and strategic sourcing.
- Strong commercial skills, deep understanding of best value, cost and service
- Have a hands-on approach with strong negotiation and contract skills.
- Good communication and organisation skills.
- Previous experience of working on high value contracts and managing them commercially, across engineering services, commodities and corporate services like IT, HR, Legal and Professional Advice services
- Ability to build strong working relationships with operational teams, promoting a culture of collaboration.
- Lead on governance, contract management, commercial progress reporting and financial updates
- Identify and manage areas of risk and opportunity, analysing contracts and execution plans to highlight areas of commercial risk and to provide mitigating actions.
- Be an advocate for process improvement, best practice, innovation and change, Good Initiative, able to identify problems and solve them accordingly. Enable continuous improvement and utilisation of best practice.
- Support the delivery/operational teams in managing operational contract changes.
- Presenting back solutions to internal customers and concluding contracts with suppliers
- Develop and implement category strategies and establish strategic relationships with suppliers.

Competencies

- Excellent Commercial and Negotiation skills
- Sourcing, tendering, negotiating contracts and services with suppliers
- Excellent IT skills (Word, Excel, MS Project, Powerpoint).
- Effective time management skills
- Effective project management skills
- Able to effectively negotiate and network with suppliers.
- Strong influencing and communication skills with both internal and external audiences
- Strong results orientation and self-organisation skills
- Excellent attention to detail and problem-solving skills
- Able to work independently, be self-motivated and take the initiative where required.
- Able to cope with numerous issues simultaneously and capable of prioritising tasks accordingly.
- Able to meet deadlines and work calmly when under pressure.
- Forms effective working relationships with team and partners
- Contributes to a positive team spirit and enhances morale.
- Treats people with respect and always works ethically and with integrity.
- Demonstrates leadership of, and commitment to, health safety and environmental principles, always setting a personal example.



Work Environment

The normal setting for this job is an office environment. However, there will be a frequent requirement to work on a site where there is likely to be exposure to dirt, odours, noise, weather extremes or similar elements. The jobholder will be required to travel both nationally and internationally to fulfil their job role.

The jobholder will be required to use motor co-ordination with finger dexterity (e.g. keyboard operation) for most of the day.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job role.

Signed:

Date:

(Employee)

Signed:

Date:

(Line Manager)