

# Job Description



<b>Job Detail</b>	
Job Title	Procurement Manager
Summary	We are now seeking an experienced Procurement Manager to join Affinity Flying Services based at RAF Cranwell to lead a cross functional team and deliver and manage an efficient supply chain function.

<b>Qualifications, Experience and Competencies Required</b>	
<b>Essential Experience</b>	
<ul style="list-style-type: none"> <li>• Have or working towards MCIPS or equivalent and/or a significant track record of delivery of supply chain solutions.</li> <li>• Demonstrate previous experience of designing and implementing procurement strategies.</li> <li>• Significant Materials Management background using an electronic system e.g. Aerotrack, SAP, Rusada nGen etc.</li> <li>• Proven analytical skills – ability to summarise and present at a high level.</li> <li>• Capable of developing, maintaining, implementing and monitoring supplier management and improvement across the Supply Chain.</li> <li>• Ongoing assessment of vendor performance against organisation needs and component specifications, whilst reducing the overall cost of acquisition.</li> </ul>	
<b>Desirable Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of Supply Chain Management in the Aerospace or Defence Industry or similar environments.</li> <li>• Experience of leading supplier negotiations, including commercial aspects ensuring that negotiations are concluded for an optimised business outcome.</li> <li>• Ability to produce mitigation/exploitation plans for risks and opportunities ensuring where relevant, the ownership of actions and residual risk is allocated to specific individuals in the organisation.</li> </ul>	
<b>Essential Qualifications</b>	<b>Desirable Qualifications</b>
	<ul style="list-style-type: none"> <li>• Degree Level</li> <li>• MCIPS</li> </ul>

<b>Essential Technical Competencies</b>
<ul style="list-style-type: none"> <li>• Ensure all procurement staff are fully aware and compliant with any terms and conditions contained within aircraft “Power by the Hour” (PBH). Component Protection Agreement (CPA) or associated support agreements.</li> <li>• Monitoring and control of Bonded Stores including stocktaking.</li> <li>• Overseeing the monitoring and control of stock replenishment.</li> <li>• Production of regular report and statistics as requested by the Leadership Team, ensuring that business risks are highlighted at the earliest opportunity.</li> <li>• Working knowledge of international shipping including Import/Export controls and customs requirements</li> <li>• Ensuring data integrity is maintained in the supply chain system to enable most efficient procurement and use of assets</li> </ul>
<b>Essential Non-Technical Competencies</b>
<ul style="list-style-type: none"> <li>• Hold Safety as a core value and contribute to the achievement of a Zero Harm and an incident/injury free environment through active participation in all safety programmes relevant to the position and within the Procurement/Supply Chain.</li> <li>• Ensuring compliance with the Company Health and Safety procedures and ensure a low-hazard working environment for the team.</li> <li>• Liaising with other functions (i.e. Commercial, Quality, Finance, HR etc.) to ensure completeness of Vendor approval process, contractual requirements of negotiated agreement with the supply chain, financial report (such as contribution to the cash flow forecast, budget expenditure and market conditions)</li> </ul>
<b>Leadership/Management Competencies</b>
<ul style="list-style-type: none"> <li>• Leading a cross functional team to achieve business aims</li> <li>• Developing team members and business roles to best support the organisation</li> <li>• Actively engaging management peers to pursue business and supply chain efficiencies</li> </ul>

<b>Core Responsibilities and Duties/Skills</b>
<b>General</b>
<ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Office (Word, Excel, PowerPoint etc.) (competent in Excel using formulae)</li> <li>• Excellent interpersonal skills with, the ability to lead and develop a team.</li> <li>• Excellent written and communication skills.</li> </ul>

**Specific**

- Works to create and implement component strategies which meet programme objectives.
- Delivers and responds to supplier performance analysis and coordinates relationship development approaches.
- Collection and analysis of risk intelligence and the prevention and treatment of risk through the supply/procurement chain.
- Identify and maximise opportunities to add value to the business through the supply base and internal processes using a risk-based approach.
- Representing the Procurement function at relevant meetings.