# Job description form

| General information | |
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| **Job Title** | Procurement Manager |
| **Company** | We are a dedicated team defined by our drive for customer focus, taking the time to understand market requirements and deliver on them, whether that's developing and manufacturing innovative products or supporting our customers and distributors across the world. Gill has a long history of thinking creatively and utilising technology to develop innovative products that solve demanding market challenges. Quality and consistency are paramount in that process, built in at all stages from product design, manufacturing and through to customer support. Our products are inherently robust, requiring minimum maintenance and can be found across the world in some of the most arduous environments. The combination of our business processes and our people is integral to achieving the high quality that Gill is known for. |
| **Department** | Procurement |

## Position summary

Reporting to the Head of Supply Chain, the Procurement Manager is responsible for leading the procurement function, managing a team of Buyers, and ensuring the effective delivery of operational and strategic procurement activities across the business.
The role focuses on ensuring continuity of supply, supporting production requirements, developing supplier performance, reducing supply chain risk and delivering cost-effective procurement solutions. Working closely with Production, Engineering, Quality, Research & Development and other key stakeholders, the Procurement Manager will lead supplier performance, resolve supply issues impacting production and drive continuous improvement across procurement processes.
The successful candidate will be an experienced people manager with strong commercial awareness, excellent negotiation skills and a proven ability to develop supplier relationships whilst delivering (OTIF).

## Main duties

- **Key Responsibilities**
- **Leadership & Team Management**
- Lead, motivate and develop the Procurement team to deliver departmental objectives and business priorities.
- Set individual and team KPIs and monitor performance through regular reviews and coaching.
- Conduct 1:1 meetings, performance reviews and development planning.
- Foster a high-performing, collaborative and continuous improvement culture.
- Manage recruitment, succession planning, attendance and employee development.
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- **Procurement & Supply Chain Management**
- Manage end-to-end procurement activities including sourcing, tendering, negotiation, contracting and supplier management.

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- Ensure continuous supply of materials, components and services to support manufacturing operations.
- Lead escalation activities relating to supplier shortages and production-critical issues.
- Drive cost reduction initiatives whilst maintaining quality, delivery and service levels.
- Develop sourcing strategies that support business growth and operational resilience.
- Work closely with key stakeholders to identify alternative materials, suppliers and solutions as required.
- Manage procurement of MRP, Indirect, KanBan and requisition based requirements.
- Maintain a robust, consistent orderbook management process and keep ERP system up-to date.
- Maintain accurate purchasing forecasts, through a robust inventory management programme.
- Monitoring and manage the good/bad/dead process, driving inventory optimisation through the team.

- **Supplier Relationship Management**
- Build and maintain strategic relationships with key suppliers.
- Negotiate commercial agreements, pricing and contract terms to achieve best value.
- Lead supplier performance reviews focusing on quality, cost, delivery and continuous improvement.
- Develop supplier evaluation and performance measurement processes.
- Identify and mitigate supplier risks while maintaining a resilient supply base.
- Support supplier development initiatives to improve capability and performance.

- **Operational Excellence**
- Develop and implement procurement processes and procedures aligned across the wider business.
- Drive continuous improvement projects to improve procurement efficiency and performance.
- Ensure purchasing activities comply with company policies, ISO9001 requirements and relevant legislation.
- Monitor procurement KPIs and prepare reports for senior management.
- Support annual budgeting, cost forecasting and purchasing analysis.
- Identify opportunities to improve systems, tools and working practices.

- **Cross Functional Collaboration**
- Work closely with Manufacturing, Production Planning, Engineering, Quality, Sales and R&D to align procurement priorities.
- Communicate supply chain risks, market changes and mitigation plans to stakeholders.
- Support business improvement initiatives and product development activities.

- **Compliance & Governance**
- Ensure procurement activities comply with company procedures and ethical sourcing standards.
- Maintain compliance with applicable regulations including:
- ISO9001
- Modern Slavery legislation
- Conflict Minerals (3TG)
- RoHS
- COSHH
- Ensure Health, Safety and Environmental policies are followed throughout procurement activities.

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## Candidate requirements

- CIPS qualified (working towards) or relevant Business/Supply Chain Management Degree.
- Minimum 5 years procurement experience within a manufacturing, aerospace or engineering environment.
- Minimum 2 years' experience leading and developing procurement or purchasing teams.
- Proven experience in supplier relationship management and strategic sourcing.
- Strong commercial negotiation and contract management skills.
- Excellent understanding of manufacturing supply chains and procurement best practice.
- Experience using ERP/MRP systems (Syspro experience desirable).
- Strong analytical, commercial and problem-solving skills.
- Excellent communication and stakeholder management skills.
- Proficient in Microsoft Office, particularly Excel.
- Eligible to work in the UK.

## Person specification

- Strong leadership and people management skills.
- Excellent negotiation and influencing ability.
- Commercial awareness and sound decision-making.
- Strong organisational and planning skills.
- Ability to prioritise in a fast-paced manufacturing environment.
- Excellent analytical and problem-solving capability.
- High attention to detail.
- Strong written and verbal communication skills.
- Resilience and the ability to manage competing priorities.
- A proactive approach to continuous improvement.
- Collaborative working style with a customer-focused mindset.

## Reporting structure

Group Procurement Manager – Head of Supply Chain

*A position profile does not imply that the duties stated are the only ones to be performed by the incumbent. Employees will be required to follow any other reasonable job-related instruction as requested by their manager or a company director.*