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| ROLE PROFILE |
| **Job title** | **Utilities & Capex Category Manager** **Group Procurement** | **Date** | **August 2024** |
| **Business** | **Group** |
| **Department** | **Group Procurement** |
| **Location** | **Leicestershire** |
| ROLE SUMMARY (main purpose) |
| Leading the Procurement of all Utilities (Electricity, Gas, Water & Effluent, Diesel). Procurement lead for all Energy & Carbon reduction activities, including development and delivery of the Renewable Energy Sourcing Strategy and supporting the development and delivery of the Group Decarbonisation Roadmap. Selection and ongoing managing the Energy Consultancy supporting Energy Procurement. Providing regular reporting and intelligence on Utilities to the rest of the Procurement team and the wider business. Supporting the work with Customers on inflation recovery including Utilities models.One of two Procurement leads on Capex, providing expert Procurement support to maximise value whilst minimising risk. Supporting Capex programmes and projects associated with delivery of energy reduction or Decarbonisation. |
| REPORTING STRUCTURE |
| **Reports to** |  Head of Procurement - Indirects |
| **Direct & indirect reports** |  None |
| **Key internal stakeholders** |  Responsible Business, Site MDs, Finance, Engineering, Production, Technical & Commercial |
| **Key external stakeholders** |  Energy Consultancy, Suppliers, Customers, Agencies & Industry Bodies |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES |
| **Utilities Procurement****Category Management*** Development of Sourcing strategies to meet business requirements (now and future) including Self-generation, Renewable energy supply, Electricity and gas capacities – current and future.
* Risk assessment & management including managing supplier risk, contracting risk, credit risk and the availability constraints and impact on future expansion, new builds and acquisitions within the Group.
* Provide support and governance in the key areas of Decarbonisation, Lobbying, Horizon scanning of future legislation and assessment of impact on Samworth Brothers
* Development of a lobbying strategy to influence and mitigate impacts of current and future
* Forecasting future price and legislative impacts to support investment decision making

**Risk Management*** Build & maintain a robust, holistic & dynamic energy risk management strategy to deliver Samworth Brothers’ business requirements between now and 2040 for all energy commodities. This needs to include as a minimum:

Commodity risk, non-commodity risk, Regulatory risk, Supply risk & contingency planning, Decarbonisation risk and understand the drivers and influences of these risks. * Awareness and response of trends and providing solutions to mitigate risk and take advantage of opportunities.
* Provide ongoing market knowledge and intelligence to support the delivery of the risk management strategy.
* Fully delivered cost forecast at portfolio level with breakdown of each cost component.
* Manage the relationship with diesel hedging counterparties and execute trades in line with the hedging strategy.

**Tendering & Contracting*** Ensuring that we have the right supply contracts in place with the right suppliers to meet our requirements from a risk management (hedging) and Responsible Business requirements.
* Tendering and contracting for renewable energy supplies outside of the core supply contracts including Corporate Power Purchase Agreements (PPAs) and private wire supply arrangements.

**Energy Consultancy (TPI) Management*** Ensuring we have the right partner to support our requirements and ambitions.
* Managing our TPI partner to ensure they deliver on the contracted services to a high standard
* Reporting & Insight - Developing reporting and comms to deliver information and intelligence to our internal stakeholders to ensure they are informed.
* Accurate, timely, complete & validated reports.
* Weekly position report – delivered before 12pm on the first working day of each week
* Detailed bottom-up budget by site, by month with full transparency of each individual cost component in September
* Monthly fully delivered cost forecast based on actuals YTD and forecast for YTG with full breakdown of individual cost components delivered on 1st working day of each month.
* Weekly & monthly market intelligence reports.

**CAPEX Procurement*** Procurement lead for Group led energy reduction or decarbonisation programmes.
* Representing Procurement on the Carbon Forum.
* Developing a PSL for energy and carbon related projects and negotiating appropriate framework agreements.

 **Strategic planning, budget planning and forecast planning processes:*** Develop robust, long, medium- and short-term plans and provide the group with an accurate financial forecast to enable businesses to forecast effectively and to work closely with the business procurement managers to execute implementation plans.

**Commodity & business risk management*** To ensure documented and vigorous risk management strategies are in place, with a supporting action plan to minimise the likelihood and/or impact of negative events or maximise the realisation of opportunities.
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| QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE |
| **Qualifications** | Graduate level preferredCIPS qualification preferredFull driving license |
|  **Experience** | Minimum of 5 years’ experience working within a Procurement function |
| **Skills/ Knowledge** | * Highly effective communication & presentation skills
* To be able to influence stakeholders at all levels
* Excellent Supplier relationship management skills
* Strong negotiation skills, with the ability to maintain professional relationships.
* Identifies opportunities for improvement and drives them forward
* Clear rationale to decision making and a reasoned approach in recommending strategic action and when to escalate
* Experience in Utilities procurement for large multi-site portfolios.
* Knowledge of commodity hedging including use of financial instruments
* Confident and collaborative approach in building good working relationships, willing to listen to and involve others
* Good time management skills and the ability to prioritise effectively between tasks
* Microsoft Computer literate (either to Internal standard or advanced level with skills on standard systems (365, Teams etc) and specific knowledge of Excel and PowerPoint. An ability & desire to learn other systems.
* Good level of numeracy (demonstrate through qualification).
* Strong analytical skills with ability to manipulate and provide insight from large and varied volumes of data.
* Willingness to travel within the UK, with occasional overseas travel.
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| PERSONAL ATTRIBUTES & BEHAVIOURS |
| * Good interpersonal skills, able to build positive relationships with different stakeholders
* Ability to work with minimal supervision and direction and demonstrate high levels of initiative
* Strong planning and organisational skills
* Perseverance in the face of challenge
* Strong communication skills (written and verbal)
* Professional approach
* Excellent organisation skills, strong work ethic and ability to work independently.
* Ability to multi-task and prioritise workload to meet demands from multiple stakeholders.
* Ability to build strong trusted relationships with internal stakeholders within Procurement, other functions & the bakeries.
* Ability to build strong trusted relationships with external stakeholders within suppliers and Energy consultancy provider.
* Calm & measured approach in an often-pressured environment which often involves working to tight deadlines
* A “can do” attitude and “hands on” approach
* Ability to approach things pragmatically and consider solutions that deliver on different levels to the business (eg: no detriment to quality, keeping on-cost down, within specification and in time)
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| COMPETENCIES FOR SUCCESS |
| **Core Areas** |
| **Competency** | **Descriptors** |
| **Values People** | * Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be always treated with dignity and respect
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| **Customer Focus** | * Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success
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| **Collaborative Team Working** | * The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism
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| **Flexibility and Adaptability** | * The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs
 |
| **Initiative and Taking Ownership** | * Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism
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| **Additional Areas – Individual Contributor** |
| **Competency** | * Descriptors
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| **Drive for Excellence** | * Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement
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| **Technical Expertise** | * Has the skills, knowledge and experience required to excel in own area of specialism and the willingness to further grow and develop
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| **Self-Management** | * Uses a combination of feedback and reflection to gain insight into personal strengths and weaknesses, so that own time, priorities and resources can be managed to achieve goals
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