

# Procurement

## Role and Task Descriptions

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Human Resources



# Table of contents

|                                      |          |
|--------------------------------------|----------|
| <b>Year 2: Purchasing Supervisor</b> | <b>3</b> |
| <b>Year 3: Procurement Manager</b>   | <b>5</b> |

# Year 2: Purchasing Supervisor

The Purchasing supervisor plays a pivotal role in supporting the Purchasing Manager in the day-to-day operations of the procurement function. This role involves supervising procurement staff, executing purchasing activities, and ensuring compliance with established policies and procedures. The Purchasing supervisor contributes to the efficient functioning of the procurement team, fostering collaboration, and optimising processes to achieve organisational goals. The roles and tasks include:

1. Supervision and Team Leadership:
  - a. Lead and supervise a team of purchasing professionals, providing guidance, training, and performance feedback.
  - b. Distribute tasks among team members, ensuring workload balance and efficient execution of procurement activities.
2. Operational Execution:
  - a. Execute day-to-day procurement operations, including issuing purchase orders, tracking deliveries, and managing supplier communications.
  - b. Collaborate with team members to ensure timely and accurate order processing.
3. Vendor Management:
  - a. Assist in evaluating and selecting suppliers based on predefined criteria.
  - b. Collaborate with suppliers and negotiate terms, prices, and delivery schedules.
  - c. Monitor supplier performance and address issues as they arise.
4. Compliance and Documentation:
  - a. Ensure adherence to established procurement policies, procedures, and ethical standards.
  - b. Maintain accurate records of procurement transactions, contracts and agreements.
  - c. Assist in conducting regular audits to ensure compliance with internal and external regulations.
5. Communication and Coordination:
  - a. Facilitate communication between the purchasing team and other departments, ensuring alignment with organisational needs.
  - b. Coordinate with internal stakeholders to understand their procurement requirements and priorities.
6. Process Improvement:

- a. Identify opportunities for process improvements and efficiency gains within the procurement function.
  - b. Implement best practices and contribute to the development of streamlined workflows.
7. Reporting:
- a. Generate regular reports on purchasing activities, highlighting key performance indicators and areas of improvement.
  - b. Provide data and insights to support decision-making by the Procurement Manager.
8. Training and Development:
- a. Contribute to the training and development of purchasing team members.
  - b. Keep the team informed about changes in policies, procedures and industry best practices.

**Top characteristics for this role:**

- Strong organisational and multitasking skills
- Knowledge of procurement processes, policies and regulations.
- Excellent communication and interpersonal skills.
- Proficiency in using procurement software and tools.
- Leadership and team management abilities.

**Related Learning Outcomes:**

- Building a Professional Network (LO2)
- Sustaining a Professional Network (LO2)
- Creating valuable solutions for the hospitality industry (LO5)
- Implementing and evaluating innovative solutions for the hospitality industry (LO5)
- Tactical Leadership (LO6)
- Strategic Leadership (LO6)

# Year 3: Procurement Manager

The Procurement Manager is responsible for overseeing and managing the procurement process within an organization. This role involves developing and implementing effective purchasing strategies, negotiating with suppliers, and ensuring timely and cost-effective acquisition of goods and services. The Procurement manager plays a crucial role in optimising the supply chain, managing vendor relationships, and contributing to overall cost savings. The roles and tasks include:

1. Strategic Planning:
  - a. Develop and implement procurement strategies aligned with overall business goals and objectives.
  - b. Analyse market trends, supplier capabilities, and industry best practices to identify opportunities for cost savings and process improvements.
2. Supplier Management:
  - a. Identify, evaluate, and select suppliers based on quality, costs, reliability and overall value.
  - b. Negotiate contracts, terms, and conditions with suppliers to secure favourable agreements.
  - c. Maintain strong relationships with key suppliers and conduct regular performance reviews.
3. Risk Management:
  - a. Identify potential risks in the supply chain and develop contingency plans to mitigate disruptions.
  - b. Stay informed about market conditions, geopolitical events, and other factors that may impact the availability or costs of goods and services.
4. Budget and Cost Control:
  - a. Collaborate with other departments to establish budgetary guidelines for procurement activities.
  - b. Monitor and control procurement expenditures to ensure adherence to budgetary constraints.
5. Process Improvement:
  - a. Continuously evaluate and improve procurement processes to enhance efficiency and effectiveness.
  - b. Implement best practices and innovative solutions to streamline workflows and reduce costs.
6. Compliance and Ethics:
  - a. Ensure compliance with relevant laws, regulations, and company policies.
  - b. Uphold ethical standards in all procurement activities, promoting transparency and fair business practices.

7. Team Leadership:
  - a. Lead and mentor a team of procurement professionals, fostering a collaborative and high-performance culture.
  - b. Provide guidance on complex procurement issues and support professional development.
8. Reporting and Analysis:
  - a. Generate and analyse reports on procurement KPIs, presenting findings to senior management.
  - b. Use data-driven insights to make informed decisions and drive continuous improvement.

**Top characteristics for this role:**

- Strong negotiation skills and a track record of achieving cost savings.
- Excellent communication skills and interpersonal skills.
- Knowledge of relevant laws, regulations, and ethical standards in procurements.
- Familiarity with procurement software
- Strong leadership and team management skills.

**Related Learning Outcomes:**

- Reflecting on personal sustainable mindset (LO7)
- Reflecting on professional sustainable mindset (LO7)
- Global citizenship – adapt own contribution effectively (LO8)
- Understanding professional behaviour (LO9)
- Solving professional and ethical issues (LO9)
- Strategic Business Improvement (LO1)
- Sustaining a professional network (LO2)
- Strategic Decision Making (LO3)
- Strategic Forecasting (LO4)
- Implementing and evaluating (LO5)
- Strategic Leadership (LO6)



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