

## Job description

**Job Title: Head of Procurement**

**Location: Office based - Abingdon**

**Department: Commercial**

**Position Reports To: Commercial Director**

**Salary: Up to £80,000 per annum**

### **Company Overview**

Gigaclear is a high growth company delivering fibre-optic broadband to underserved rural communities in England. Started in 2010, the company is expanding rapidly across England. With head offices based in Abingdon, Oxfordshire and a significant proportion of staff based in the field Gigaclear currently has over 280 employees and is pursuing ambitious growth plans.

### **Purpose of the job**

The Procurement Manager will operate as part of the Commercial Directorate and specialise in capital delivery. The role requires an individual to lead and manage a diverse group of projects and categories, proactively engaging with stakeholders and strategic suppliers.

The function of the role is to develop and maintain mid to long term strategic planning in the relevant supply markets, ensuring that the most appropriate suppliers are identified and looking to capitalise upon supply market trends and changes. Building strong relationships with stakeholders, you will encourage a proactive approach to supplier selection and management, and will develop a forward plan of requirements, specifically aimed at enabling Gigaclear to evaluate their current supply chain arrangements and put plans in place to potentially rationalise and re-procure a set of aligned suppliers.

### **Key Accountability & Responsibilities**

- Establish effective supplier on boarding and vetting process to support evolving business wide requirements.
- Working with internal technical and cross departmental expertise compile new contract documentation in preparation for tender/potential renegotiation of new regional framework awards.
- To lead the tendering renegotiation process, in order that competitive terms are achieved and that value for money can be demonstrated to investors board.
- To define the strategic procurement model, delivery model, category breakdown/structure, scope and lead times required to meet the time requirements of Gigaclear (expected to go to market in early 2020)
- Establish and put in place processes for the strategic relationship management for future key suppliers
- Enable Gigaclear to select a supply chain capable of delivering the current capital investment plan, and achieve the required levels of productivity and network coverage
- Enable Gigaclear to select a supply chain with the ability to deliver to time, cost and quality
- Plan for and lead commercial procurement meetings, and act as the prime point of contact for

- commercial and contractual requirements
- Develop procurement plans and gain stakeholder sign-off that these are appropriate and meet the needs of the business
- Develop specific targeted procurement benefits in order that these can be tracked through to realisation
- Work with the wider commercial team in order that new contracts are implemented and can be effectively monitored
- Establish a regime that enables Gigaclear to periodically assess the revised procurement and that it continues to satisfy business needs and requirements
- Provide leadership and advice to internal Gigaclear teams in relation to the procurement activities
- Monitor supplier performance and facilitates improvements to and beyond contractual service levels
- Provide oversight and management of direct business purchasing manager.

## **Knowledge & Skills**

- Proven and professional negotiation skills
- Legal and contracting experience
- Supplier relationship management
- Experience of either leading or being part of procurement exercises on infrastructure projects
- Demonstrate a minimum of 7 years' relevant procurement experience Strong communication and interpersonal skills
- Hold the ability to take market soundings, establish supplier bidding potential, conduct surveys and report their results and develop inputs into a Gigaclear procurement strategy
- Good IT literacy including Excel, Word and PowerPoint
- Membership of the CIPS or similar recognised body
- The ability to engage and communicate clearly at all levels within Gigaclear and with the Gigaclear supply chain
- Collaborate to build effective stakeholder relationships especially between Gigaclear and the supply chain
- The ability to assemble and present procurement information clearly and articulate to a senior audience
- The proposed candidate should be innovative, proactive and self-motivated. The candidate should be self-confident and self-assured.
- Strong written and verbal communication skills
- The ability to work independently (following centrally defined process and approach) and as part of a wider integrated team

## **Qualifications & Accreditations**

BSc Hons Quantity Surveying, MRICS/ CIPS or similar.

## **Our Values**

**Find a way** - we will work together to deliver market-leading solutions and provide customer service excellence to our communities

**Do the right thing** - we always base our decisions on what we believe is fair, considerate and in the best interest of our customers and our colleagues

**Be committed** - we are all accountable for our actions and work relentlessly with our many customers to deliver on our promises

**Keep it simple** - we take potentially complex and confusing information and we make it easy for everyone to understand



*This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may be varied (after discussion), subject to the needs of the business and in keeping with the general profile of the role.*

*Gigaclear is not currently engaging with any external recruitment agencies or suppliers for this role. Gigaclear has a preferred supplier list of Agencies / Suppliers with whom T&Cs have been agreed and Gigaclear will only accept CVs from these suppliers for roles we have formally requested they work – this request will come from a member of the HR team. Any speculative CVs submitted without this request will be deemed property of Gigaclear and may be engaged with directly without Gigaclear being liable for any “introduction fee”.*