



JOB & PERSON SPECIFICATION

Name		Job Title	Senior Buyer
Function Management	Operations Director	Line Management	Procurement & Materials Lead
Department	Procurement & Materials		
People Management	N/A		
Role Summary			
Manage all aspects of buying with regards to acquisition cost, delivery and continuous improvement			
Work Environment			
Office based, Sitting, Computer use, Travel			
Responsibilities			
• Participate in vendor assessments, bid reviews and contract award formalities • Prepare bid summaries and procurement status reports • Review monthly progress reports from vendors/suppliers and report on cost and schedule deviations • Supplier selection and management • Provide training and guidance to other purchasing personnel as required • Effective communication with suppliers to achieve required service and meet project need • Effective communication with engineers to assist and/or guide them in the preparation of material requisitions • Direct negotiations in the commitment of purchases, front cost negotiations, competitive bidding, market and vendor knowledge • Provide backup support to the Materials & Procurement Lead, if appropriate • Accurately analyse and evaluate quotes from vendors • Monitor supplier inspection invitations • Manage and coordinate supplier close-out meetings • Meetings with vendors and suppliers • Prepare weekly and ad hoc reports as required • Participate in on call rotation as scheduled, if appropriate • Ensure preventative measures and root cause analysis in place with vendors to increase vendor quality • Assist supply chain management as required • Plan and control deliveries, including returns • Ensure compliance with applicable Industry Codes and Standards, HSE Alerts, Statutory Instruments, Client Specifications and Legislative Requirements and establishing order of precedence on a project-by-project basis • Verify correct taxation terms and conditions are in place, where appropriate • Arrange all aspects of freight forwarding • Prepare all relevant documents to gain client expenditure approval for procured items (e.g. extra service work orders for BP Caspian, etc.) • Update and gain necessary approvals of customs clearance / exemption certificates, where appropriate • Deputise for the Procurement & Materials Lead for Procurement responsibility, when required • Review and approve purchase orders • Assist with / lead the development of process / department improvements, as required • Demonstration of safe approach in working practises • Encouragement of attention to safety • Responsible for ensuring professional development is maintained and identified competency requirements are undertaken in a timely manner • Adherence to the Company Integrated Management System			

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- Compliance with quality assurance, health and safety and environmental policies
- Raise issues of quality, health, safety and environmental and input to continuous quality improvement element.
- Demonstrate PD&MS QHSE principles
- Ensure unsafe activities are challenged
- Adherence to the requirements of the best practice standards recommendations and processes in the undertaking of duties
- Demonstrate PD&MS values

Authorities

- N/A

Skills & Attributes

- Team working
- Customer and quality focused
- Professional conduct
- Ability to use own initiative
- Good organisational skills
- Commercial awareness
- Responsive to business and client needs
- Safety aware
- Good negotiating skills
- Good communication skills
- Good interpersonal skills
- Experience of the strategic control of suppliers
- Proficiency and experience in the formulation and administration of purchase orders
- Good planning and organising skills
- Ability to encourage, assist, develop trust, train and support others within the department
- Good attention to detail

Competency Standards	M / P	Y / N / CE	Details
CIPS Level 3 or equivalent	M		
Significant, demonstrable experience in similar role	M		
Minimum of 3 standard grades at grade 3 or higher or equivalent	M		
Competent in the use of MS Office applications	M		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred	CE – Competency Evaluation	