**Job Title: Purchasing Manager**

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| **Role Purpose (position scope)** |
| The Purchasing Manager will work as a strategic Purchasing partner for Draken Europe. The position reports directly into the Senior Purchasing Manager and indirectly into Program Mangers & Directors.  |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| Anna Buck |  |  |  |

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| **Key Responsibilities** |
| * Liaising with internal stakeholders to determine requirements
* Sourcing and evaluating potential sources of supply in line with project requirements and business strategy
* Development of Procurement strategy for Projects or Commodities
* Budget Management
* Co ordinating with internal stakeholders
* Identification and Management of Risks and Opportunities
* Continuous improvement of Supply Chain
* Developing strong relationships with business stakeholders and strategic supply partners to improve business
* Managing overall direction, coordination and evaluation of procurement for Projects or Categories
* Developing contracts and bespoke terms and conditions
* Analyse market trends, supply chain risks and opportunities to optimise procurement processes.
* Identify potential cost-saving opportunities and implement cost-effective purchasing practices.
* Negotiate favourable terms, conditions and prices with suppliers to secure advantageous agreements.
* Ensuring integrity of commercial in confidence, security classified and export control of information
* Ability to coach, mentor, motivate and supervise project team members to take positive action and accountability.
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| **Key Deliverables** |
| * Cost savings
* Risk management
* Opportunity identification
* Supplier relationship management through standard diary and A3
* Supplier performance improvement against- cash, price, on time delivery & quality
* Support into bid team to increase P Win.
* Introduction and implementation of new suppliers.
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| **Core Skills** |
| * Experience in a Managerial Position
* Negotiation Skills
* Analytical Skills
* Communication skills
* Organisational skills
* Time management
* Experience in services procurement
* Experience in indirect procurement
* Practical Problem solving
* Lean Practices
* Stakeholder Management
* CIPS Highly Desirable
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| **Key Measures** |
| * Cost savings target
* On time delivery
* Delivery of project within agreed budget, cash, price and revenue.
* Risk mitigations implemented on time as per plan
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Job Holder: Anna Buck Signed: Anna Buck

 Manager: James Dicks Signed: James Dicks

Date: 24/07/2025