

## Aspire Job Description

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<b>Job Title:</b>	BUYER	<b>POSITION ID:</b>	
<b>Entity:</b>	<b>ASPIRE DEFENCE SERVICES LIMITED (ADSL)</b>		
<b>Location:</b>	ABC Travel required to Garrisons		
<b>Reports to:</b>	Garrison Lead		
<b>Key Purpose of the Role:</b>	To provide an effective procurement service to the Garrison in accordance with ADSL policies, processes and procedures, covering RFX, supplier selection, contract award, order placement and supporting the Garrison teams to manage supplier performance		
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Responsible for the execution of Procurement activities at the Garrison to deliver the goods and services required by the Garrison teams in accordance with ADSL policies, processes and procedures</li> <li>• Ensure that governance requirements outlined in the Levels of Authority document are fully satisfied</li> <li>• Working with the Garrison teams and supported by the Garrison Procurement Lead to ensure an adequate supply chain is in place to satisfy services, projects and overheads requirements</li> <li>• Working with the various Garrison teams to ensure that suppliers satisfy their contractual obligations and provide value for money</li> <li>• Acting as local point of contact to the Garrisons for transactional procurement</li> <li>• Working with the Asset and Programmes team to support the delivery of the Lifecycle programme at the Garrison, through the application of supplier selection processes and procedures, managing the RFQ process and seeking Garrison Procurement Lead support to undertake Tender activities</li> <li>• Provide procurement support to inform the pricing and subsequent delivery of Change and Minor Works by application of supplier selection processes and procedures</li> <li>• Supported by the Garrison Procurement Lead, ensure that appropriate contractual arrangements are in place for the full range of services and projects being procured</li> <li>• Operate the SPR (Supplier Performance Review) process within the Garrison, acting on the feedback obtained, and ensuring Garrison inputs are provided to Pan Garrison SPRs.</li> <li>• Support the Garrison operational teams to ensure contracts are mobilised effectively (including the local implementation of Pan / Multi Garrison arrangements)</li> <li>• Support the ongoing development of the Supply Chain to meet Garrison needs, by liaising with the Procurement Leads to support the development of business strategies</li> <li>• Support the Garrison teams in the on going management of suppliers, addressing and if necessary escalating issues concerning supplier performance (including QHSE Breaches)</li> <li>• Support the implementation and roll out of changes to Procurement processes and procedures whilst offering proposals for further improvements based on local issues arising.</li> </ul>		

**Qualifications**

**Essential:**

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- A-Levels or BTEC

### Desirable:

- Member of CIPS (or working towards MCIPS certification)

### Experience & Knowledge:

#### Essential:

- Experience in a Procurement role at a Buyer level, preferably in an FM or construction environment.
- Experience of managing Procurement activity working alongside operational teams.
- Well versed in transactional processes for RFX
- Experience of effectively communicating with Operations and central Procurement functions.

### Skills:

- Organisational skills – plans in advance, manages time effectively, reviews progress against plans
- Commercial and Financial awareness
- Results orientation – satisfies internal/external customers, effective performance in achieving and delivering against objectives. Addresses procurement technical issues, demonstrating a thorough knowledge of procurement systems and processes
- Interpersonal skills – builds positive relationships with Operations and Procurement staff, confident in own ability, approachable to all staff, shows respect and tolerance
- Effective communication skills
- Team player, enthusiastic, positive and supportive
- Computer literate in the use of business systems ideally IFS and Microsoft Office particularly Excel & Word
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17/08/20

### Date: