

Senior Manager, Procurement

Role Description (purpose):

The Senior Procurement Manager leads a team of procurement professionals and delivers all procurement requirements within Carnival UK's Indirect spend categories.

Working as commercial business partner to the Leadership Team of Carnival UK to ensure our strategies deliver the specification and quality of services required and enable us to deliver best value and quality for our Guest.

Lead collaboration with the Global and European Procurement teams, this role will design, develop and implement procurement plans and strategies that drive down costs and enhance Carnival UK's performance.

Play a leading role in the Supply Chain Leadership Team and Procurement community driving forward CUKs Procurement capabilities as an advocate and Subject Matter Expert to the business.

RUI: (if updating existing JD)	411	Grade:	6	DBS check required Y/N:	N
Directorate: (Operating Company where Applicable)	Carnival UK	Reports to:	Procurement Director		
Function:	Procurement & Supply Chain	Team:	Indirect		
Direct reports : 6	Job Titles & Level <ul style="list-style-type: none">• Category Manager• Senior Buyer• Buyer				

Accountabilities

Sell and market procurement services and value to internal stakeholders, lead cross functional teams and develop effective relationships. Provide appropriate challenge and thought leadership to influence and support business decision making.

Deliver procurement savings against target and work with Finance teams to ensure reporting of key metrics for cost savings and avoidance.

Work with internal stakeholders to understand and define requirements and develop and implement effective sourcing strategies to support them.

Support the Procurement team in developing sourcing strategies in major areas – IT, Marketing, HR, Professional Services, Ports, Shore Excursions, Flights, etc - in line with the businesses brand and operations policies. In each case ensuring quality, price and delivery meet our commercial, external and internal customers' needs.

Lead strategic sourcing activities, including but not limited to: spend, market and supplier analysis, benchmarking, build PQQ/RFI/RFP/ITT, negotiations, baseline analysis, contracting, outsourcing, building business cases.

Lead teams through process change and development, articulating the need for change and building compelling propositions that team members and stakeholders alike can understand and support.

Work closely with Legal team, regularly review and improve the contract process and ensure suitable contracts and agreements are in place which define requirements and fully protect Carnival UK's risks and interests.

Manage supply relationships with key suppliers through regular reviews against agreed SLA's. Evaluate performance and review, negotiate and select supplier contracts.

Coaching and developing a team in both the tools and techniques of purchasing best practice, and in their approach to delivering exceptional customer service, to meet the needs of the business with simple, commercially orientated processes. Setting clear, measurable objectives which are used to help shape each team member's personal development plan.

Provide leadership across the wider Procurement team, inputting into and driving Procurement strategy and best practice processes.

Work closely with other Carnival operating companies, particularly Costa Group, and All Brands Group (corporate centre) to obtain best economies of scale that benefit Carnival UK and take consideration of the overall benefits to Carnival Corporation and plc.

Assist in defining and adhere to agreed policies, procedures & processes ensuring maintenance of good practice principals

Health, Environment, Safety, Security (HESS) Responsibilities

- Identify and report to the line manager on any areas of non-compliance, or breach of codes of practice, submitting recommendations for remedial action.
- Attend training & development courses as required & to contribute to the development of personnel development programmes.
- Lead by example by taking care of health and safety of yourself and others.
- Report all accidents, 'near miss' incidents and work related ill health conditions to your manager.
- Follow safety rules and procedures.
- Use work equipment, personal protective equipment, substances,, and safety devices correctly.
- Take part in safety training & risk assessments and suggest ways to reduce risk
- Appoint shore side risk assessment Subject Matter Expert's as required to approve and review ship risk assessments.
- Actively promote safe working within your team and encourage safe behaviours

General Responsibilities

Be aware of, understand & implement the company's policies, fleet instructions and prevailing legislation appertaining to purchasing procedures and the environment. Ensure compliance with obligations and requirements where applicable.

Scope:

Problem solving:

Commercially astute analyst, a natural problem solver with a strong understanding of leveraging operating efficiencies, opportunities to gain added value from suppliers and logistics partners.

Able to demonstrate a high level of purchasing experience with previous experience of purchasing categories which are both high value and high complexity.

Excellent negotiating skills dealing with contracts of varying values and complexities and managing supplier Service Level Agreements.

Must be planned and methodical in approach, setting out appropriate timescales, understanding commercial implications and ensuring clear communication.

Impact (what impact will the role holder have on the team/ department/ function/ stakeholders):

Concise and influential communicator, able to discuss complex issues with clarity and credibility to a cross functional audience of varied experience. Experience of partnering with senior leaders and stakeholders.

Experienced in category management and development of sourcing strategies.

Actively builds the reputation of the profession in the business by being seen as an engaged expert, delivering business needs through procurement capabilities

Promote a team attitude and encourage communication and sharing of information within the team and with our customers

Leadership (what level of management is required, i.e. multiple teams, or small teams) :

Strong leadership, influencing, motivation and management skills. Hands-on management skills that drive understanding, individual development and succession planning.

Demonstrable Behaviors (what needs to be demonstrated in 'how' to be successful in the role) :

Be aware of, understand & implement the company's policies, fleet instructions and prevailing legislation appertaining to purchasing procedures and the environment.

Ability to influence others with a flexible, politically astute and diplomatic working style. Builds trusting partnerships.

Can do, committed, motivated with a high degree of pragmatism and resilience

Strong process orientation, able to apply clarity of purpose and define simple, robust operating processes.

Contribute to the development of the department overall identifying and guiding improvement to processes and activities to increase the overall effectiveness of the team.

Knowledge, Experience and Qualifications required:

Qualifications – essential:

- In depth knowledge of purchasing systems and processes
- Good/up to date knowledge of MS-Office with strong excel skills

Knowledge/ Experience – essential:

- A high level of experience in best practice procurement within relevant categories
- Experienced in category management and development of sourcing strategies.
- Excellent negotiating skills, drawing up and dealing with contracts of varying values and complexities, and managing supplier Service Level Agreements
- Working in an environment where supply is driven by forecasting and medium to long term planning
- Strong leadership, influencing, motivation and management skills. Drives understanding and staff development through high quality, consistent feedback
- Commercially astute analyst, a natural problem solver with a strong understanding of leveraging operating efficiencies, opportunities to gain added value from suppliers and logistics partners
- Strong process orientation, able to apply clarity of purpose and define simple, robust operating processes
- Concise and influential communicator, able to discuss complex issues with clarity and

Qualifications – desirable:

- Educated to Degree level in a STEM subject
- A European language
- Purchasing or Supply Professional Qualification (CIPs)

Knowledge/ Experience – desirable:

- Marine Industry experience
- Able to demonstrate good grasp of contracts, law and its application to supplier agreements.

credibility to a cross functional audience of varied experience				
Issue Date:	Feb 2021	Issued by (name):	Sally Ockenden	
REWARD ONLY	Grade:	RUI:	Date Approved:	Initials: