

JOB & PERSON SPECIFICATION

Name		Job Title	Procurement and Materials Lead
Function Management	VP Projects and Business Services	Line Management	Head of Procurement and Supply Chain (Temporarily VP)
Department	Procurement		
People Management	Senior Buyer, Buyer, Assistant Buyer, Materials Controllers, Expeditors		
Role Summary			
The Procurement and Materials Lead is responsible for leading the end-to-end procurement and materials management function, ensuring all items and materials are sourced, controlled, expedited, and delivered to specification, budget, and schedule.			
Work Environment			
<ul style="list-style-type: none">Office based, Sitting, Computer use, Site visits			
Responsibilities			
<ul style="list-style-type: none">Lead the Procurement team (Buyers, Expeditors, Materials Coordinators), ensuring all items/materials are procured and delivered safely, compliantly, and on timeDevelop and implement procurement and material management strategies to optimise cost, schedule, stockholding, and delivery performanceManage supplier selection, bid reviews, vendor assessments, contract award formalities, and commercial negotiationsEnsure inventory control and accurate materials records (received / stored / issued / used), producing status reports for project teamsCoordinate logistics for transport and delivery to onshore and offshore sites, including client delivery requirementsMonitor supplier inspection invitations, manage supplier close-out meetings, and drive vendor quality improvement via RCA and preventative actionsWork with Engineering to support material requisition development and ensure technical/spec complianceTrack material/procurement costs and schedule performance, report deviations, and identify cost-saving opportunitiesEnsure compliance with industry codes/standards, client specifications and statutory instrumentsMentor, train, and performance-manage direct reports and ensure competency requirements are met.Responsible for ensuring professional development is maintained and identified competency requirements are undertaken in a timely mannerAdherence to the company integrated management systemCompliance with quality assurance, health and safety and environmental policiesDemonstrate and promote PD&MS QHSE principles and lead by exampleEnsure unsafe activities are challengedAdherence to the requirements of the best practice standards recommendations and processes in the undertaking of duties, in particular, risk assessment and control, reliability and failure prevention necessary to ensure the safe design, provision and use of tools, equipment and systemsDemonstrate and promote PD&MS values and lead by exampleEnsure direct report performance reviews are carried out within the required timescales (where applicable)			
Authorities			

JOB & PERSON SPECIFICATION

- Authorised to amend variations in respect of engineering changes and manage and monitor budget and schedule
- Authorised to approve Purchase Orders to the value of £50,000

Skills & Attributes

- Leadership and team management
- Strong analytical and decision-making abilities
- Excellent organisational, planning and prioritisation skills across multiple workpacks and material streams
- Effective communication and interpersonal skills
- Ability to manage multiple projects and deadlines
- Strong negotiation and communication skills.
- Vendor performance control
- Proficiency in procurement software and supply chain management tools.
- Detail oriented, analytical mindset and proactive problem-solver
- Familiarity with relevant regulations and compliance requirements
- Safety and compliance focused

Competency Standards	M / P	Y / N / CE	Details
HND in a business or technical subject	M		
CIPS Level 3 or equivalent	M		
Membership of a recognised professional body	P		
Demonstrable experience in a similar role	M		
A good understanding of technical specs and drawings	M		
Financial and contractual awareness coupled with sound commercial judgement	M		
Exposure to People Management / Experience in managing and developing others	M		
Competent in the use of MS Office applications	M		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred	CE – Competency Evaluation	