

Job Description

Job Title :	Senior Buyer
Department :	Supply Chain
Reporting to (Job Title) :	Category Buyer or Procurement Manager
No of Direct Reports :	0-1
Titles of Direct Reports:	Buyer
Size of Department:	~50
Budget Responsibility (direct) :	N/A
Revenue Responsibility (direct) :	N/A

Date of issue:	June 2016
Issued by (name):	Sermet Baykaner

Overall Purpose of Role:

Working within Supply Chain, this role will lead the end to end procurement activity for a defined category.

The role will lead all elements of the sourcing process on behalf of the business and will work largely without the need for guidance, business partnering product and operations managers.

Main Activities and Responsibilities

Main responsibilities

Develops, implements and leads category sourcing strategy for defined areas, managing the ongoing commercial, operational, quality and risk management requirements within their category.



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Responsible for the full end to end sourcing and supply process for a category from supporting business partners to develop a definition of need (requisition / specification) through to confirmation of delivery and supplier payment. This is achieved through collaborating closely with the various business partners from product specialists, through supply chain, logistics and ship staff.

Engage effectively with the supply market for their category to bring value-added innovation and opportunities to CUK.

Manage, on behalf of the business, effective supplier relationships, balancing security of supply, cost effectiveness, commitment, CUK reputation and access to market innovation.

Lead and execute tendering, negotiating, contracting and contract management activities on significant spend areas within their category.

Identify and lead opportunities within their category to drive performance in supply, cost, quality, innovation and risk.

Conduct regular analysis of supplier spend and volume data, reducing overall supply chain costs or leveraging spends where scale allows, moving down the supply chain toward original product source.

Act as a Procurement Business partner for product / operations management.

Engage in collaboration efforts with other Carnival operating companies and the corporate sourcing group.

May manage and / or coach buyers in a formal or informal arrangement.

Utilises and shares procurement expertise in contributing to the ongoing development and reputation of the profession in CUK.

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

Engage in effective regular 1:1 feedback sessions with their line manager.

Ensure the relevant data in purchasing systems (as specified for that area of the business) is updated and maintained in a timely and accurate manner.

Resolve invoice queries and supplier disputes.

Ensure timely interaction with the logistics team to make certain Goods are transported through the CUK logistics network in a cost efficient manner (appropriate to the immediacy of the requirement).

Adhere to agreed policies, procedures & processes for the purchase and supply of products and services ensuring maintenance of good practice principals.

Other Responsibilities



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

Work with colleagues in Finance to ensure that invoicing and payment queries are resolved in a timely, efficient and effective way.

Ensure suppliers are compliant with all applicable legal and statutory requirements.

Identify and report to the line manager on any areas of non-compliance, or breach of codes of practice, submitting recommendations for remedial action.

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

HESS Responsibilities

- Lead by example by taking care of the health and safety of yourself and others
- Report all accidents, 'near miss' incidents and work related ill health conditions to your manager and to the Facilities department.
- Ensure procurement activities adhere and support to relevant safety policies
- 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 of reducing risks.
- Act safely in accordance with our Company safety behaviours

General Responsibilities

Adheres to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial data entered, stored, or reported via business systems within employees control (list not exhaustive).

To undertake ad hoc duties as required.

Special Requirements (Equipment Used, External Contacts etc):

N/A

Other Features of Job (travel, hours of work, working conditions etc):

- Office based hours – 0900 to 1700hrs, Monday to Friday



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- Some travel will be required to ships and suppliers as goods and services are sourced on an international basis
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Location:

- Shore Based - Carnival House, Southampton



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Person Specification

Job Title : Senior Buyer

Department : Supply Chain Services

Education, Qualifications and Training

Essential:

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

Desirable:

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

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
- 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 credibility to a cross functional audience of varied experience

Desirable:

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