

limbs&things

- JOB DESCRIPTION -



JOB TITLE: Senior Technical Buyer
DEPT: Operations Department

ABOUT

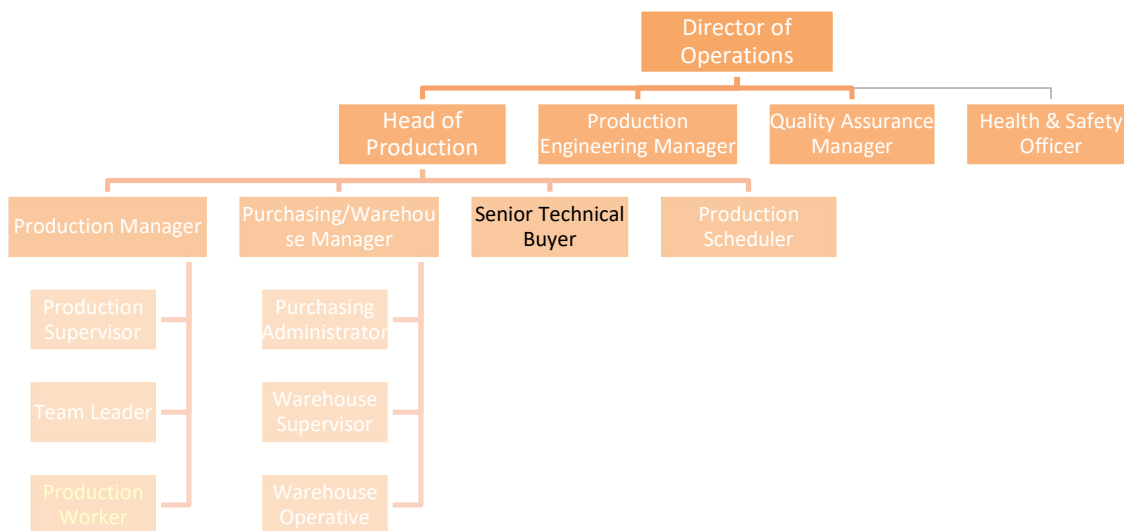
The role of Senior Technical Buyer is to ensure effective purchasing and continuously improve the organisation's purchasing operations. The Senior Technical Buyer will bring experience of managing electro-mechanical and other supply chains. They will be a team player, working closely with the R&D and operations teams to ensure manufacturing schedules are achieved and introduce new products smoothly into production. The Senior Technical Buyer provides support to other areas of the business when required.

PRODUCTION ENGINEERING'S CONTRIBUTION TO LIMBS&THINGS BUSINESS PLAN

The Operations department is responsible for the manufacture of products that ultimately help healthcare professionals worldwide become competent and confident in their profession through practice using our products.

The Operations team consists of specialists in engineering production, purchasing, health & safety, and quality, between them they supply and develop the materials, tools, processes, and procedures that help our employees to produce our products safely and efficiently to the highest standard.

ORGANISATION CHART



MAIN ACCOUNTABILITIES

- Ensure the timely and cost-effective purchase of materials, components, and other items to ensure the production and other operations of the business operate effectively. This includes supporting and expediting internal departments to ensure those purchases arrive in the hands of users when needed
- Proactive activities such as supplier approvals, assessing risk, evaluating supplier performance and scoping and implementation of supplier contracts.

- Work closely with R&D early in the design process to support product development, introducing new items and suppliers
- Taking responsibility for developing procedures and processes within the purchasing department (ISO9001)
- Identifying and understanding quality and cost drivers at the early stages of supplier selection, to deliver cost reduction opportunities, whilst negotiating terms and conditions to achieve best price and quality
- Expedite supply to ensure timely delivery
- Ensure inventory is appropriately controlled and minimise obsolescence
- Development of robust, sustainable and regulatory compliant new supply chains for new and existing products
- Liaise with the Quality department and suppliers to support the resolution of quality-related issues

TECHNICAL KNOWLEDGE & EXPERIENCE

- Experience of managing and developing relationships with suppliers
- Technical understanding of a range of materials, mechanical and electronic components, and PCBs / assemblies
- Experience in finding and setting up new suppliers and ensuring excellent performance
- Skilled in using MRP systems and Microsoft Office
- Minimum of 5 years of purchasing experience in an engineering/manufacturing environment
- Preferably degree/CIPS qualified
- Experience in developing and improving purchasing/business systems
- Commercially astute with experience of negotiating terms of supply
- Strong communication and interpersonal skills both internally and with external suppliers and contractors
- Highly organised with strong analytical and problem-solving/troubleshooting skills

SKILLS AND COMPETENCES

DECISION MAKING/FREEDOM TO ACT:

The Senior Technical Buyer is mainly focused on operational activity which is guided by frameworks or processes. Decisions taken will impact on day to day operational or administrative efficiency within own department. Independent decision-making is guided by clear guidelines, processes, or prior experience, the role holder refers to their immediate manager or more experienced colleagues for advice.

COMPLEX/PROBLEM SOLVING

The Senior Technical Buyer is focused on their own work area and will be guided generally by process, although the role holder will have the opportunity to apply creativity or originality, particularly in some departments. Solutions are often guided by a framework of policies and procedures and direction, but role holders will draw from prior experience or precedent to solve operational problems. Guidance will usually be required from more experienced colleagues or managers to help determine options where there is no precedent. The Senior Technical Buyer will be expected to know when or whether to escalate an issue.

RESOURCE MANAGEMENT

Senior Technical Buyer is responsible for day-to-day supervision of production or customer service employees. Alternatively working as an individual contributor. The Senior Technical Buyer may be required to train or coach less experienced colleagues or trainees or be positioned as the go-to person by virtue of their knowledge, expertise, or experience. They may also be required to be aware of budgetary issues or track and record expenditures. Resource management is mainly confined to those things directly employed in the performance of their role, although there will be an expectation that role holders will consider and input to more efficient ways of doing things.

INTERFACES

The Senior Technical Buyer has the ability to interface with peers and managers, mainly on routine issues, but will be required to influence at times. They will evidence good collaboration skills, proving effective at working

together with others in order to achieve shared goals. Routine day-to-day external Interfaces with partners, customers or suppliers.

EXPERTISE

The Senior Technical Buyer has a requirement for specific knowledge, but they are more informed by relevant experience. Guidance is still readily available. Required job knowledge can be acquired via approximately five years' relevant experience. Knowledge required will be building towards a more autonomous role, with broad operational knowledge across functions and/ or in-depth knowledge in a fairly narrowly focused specialist area.

JOB HOLDER NAME:

SIGNED:

DATE:

