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| the finer details **Which site am I based at?**  YVHQ  **Which team am I a part of?**  Procurement  **Who do I report to?**  Supplier Relationships & Procurement Systems Manager  **Who do I look after?**  N/A  **Team size?**  N/A  **Do you have responsibility for a budget?**   |  | | --- | | No |  qualifications & experience **Essential:**   * Proven track record in managing supplier contracts, relationships and performance. * A great team player, collaborator and influencer. * Able to work to tight or challenging deadlines. * Self-motivated and adaptable, able to juggle multiple priorities. * Strong numerical, analytical and presentation skills.   **Desirable:**   * Degree Educated or equivalent work experience * FMCG/Food manufacturing experience * Project Management experience | Supplier Relationship Manager –Ingredients.the purpose of your role You are responsible for the day to day management of Yeo Valley Dairy and Fruits and Ingredients supplier contracts for our Yeo Valley Farms (Production) Ltd (YVFP) and Yeo Valley Fruits (YVF) businesses. You will work with suppliers and business stakeholders to ensure that our supplier contracts are effectively implemented and supplier relationships are optimized to deliver maximum value for our business, customers and consumers.  **Your responsibilities:**     * Manage the review and implementation of supplier contract changes within agreed contractual frameworks. Updating contracted volume and commercial positions against business forecasts. Communicating to the wider business when actions or change approvals are required * Providing regular category pricing updates to the business – using a range of market insight tools like Mintec, supplier and business information. * Tracking, inputting, reviewing and communicating inputs and outputs of key procurement reports – including monthly price variance reports, supplier performance, sustainability reports and project updates. * Support the Dairy and Fruits & Ingredients procurement teams in delivering optimal supplier performance through managing the day to day performance of suppliers against agreed service levels and key performance indicators. Working with suppliers and business stakeholders to deliver agreed performance improvement action plans were appropriate. * Scheduling and facilitating monthly or quarterly supplier review meetings, preparing agendas, taking minutes, documenting key outcomes, and tracking action items. * Implement and enforce our ethical sourcing policies, including the implementation of codes of conduct and monitoring suppliers completion and adherence to ethical audit standards. Track supplier progress in achieving relevant sustainability accreditations. * Provide business stakeholders with bespoke category information requests.  what good looks like for this role**Strategy Development** Supports the implementation of procurement category strategy plans –supporting the procurement team and business stakeholders to deliver specific category change projects.  **Sourcing and Evaluation**  Reviews and consolidates supplier, business and market data from multiple sources to provide business insights and recommendations were applicable.  **Demand & Requirements Planning**  Reviews external and internal information to enable communication to the wider business on potential supplier, project or category risks and/or opportunities.  **Negotiation**  Is able to influence business stakeholders and suppliers using a range of approaches with support.  **Contracting**  Is able to ensure compliance of supplier contracts and service level agreements.  **Supplier Management**  Works with suppliers and business stakeholders to implement supplier management frameworks. Able to build collaborative relationships internally and externally with suppliers to ensure optimised supplier performance. |

### HR use

Date of last review: Job reference no: Job level:

Job family: