

Job Specification

Project Buyer - Aerospace

Responsible to:	Programme Manager – Civil Projects
Grade	Scientist
Salary:	To be agreed / per annum
Hours of work:	37 hours per week
Work location:	Oakley, Bedford

Role Purpose:

An experienced buyer is required to undertake routine procurement activity. Reporting to the Programme Manager and working within a team of technical staff. The successful candidate will have direct buying experience within the aerospace industry

Key Responsibilities

- Manage relationships with designated suppliers of goods and services to ensure quality, cost, delivery and responsiveness targets are being achieved.
- Conduct requests for quotation, evaluation, negotiations, and sourcing activities.
- Drive annual cost down and minimize supplier cost increases.
- Support the procurement process to ensure orders are raised accurately and on time to ensure all goods and services are supplied in accordance with customer and company requirements.
- Ensure compliance with government laws and regulations and company policies and processes.
- Review performance data related to purchasing effectiveness and efficiency.
- Liaise with external customers/ partners as required taking appropriate actions as directed
- Negotiate contracts, improve prices and terms of business with suppliers and review opportunities to make business savings..
- Purchase goods, materials, components or services in accordance with specified technical, quality and delivery requirements.
- Provide procurement support for new designs, and when necessary, participate in make /buy process.

- Ensure full life-cycle strategy and support.
- Manage supplier leads times to meet project milestones.
- Support new customer proposals as required with cost and lead-time estimates.

Skills, Knowledge & Abilities

- Knowledge of the principles and practices of Procurement in aerospace or manufacturing environment.
- Experienced in acquiring materials necessary for manufacturing.
- Demonstrated ability to write specifications, prepare bid documents, handle bidding process and analyse all bid results.
- Solves complex problems and exercises judgment based on the analysis of multiple sources of information.

Other Duties and Responsibilities

- To actively participate in Blue Bear's Performance Management Scheme.
- To undertake such other duties and responsibilities as may be reasonably required within the grade and level of the post.
- You will be expected to perform different tasks as necessitated by your evolving role within the company and the overall business objectives of the company. Some travel within the UK may be required.

The above is not an exhaustive list of duties. You will be expected to perform different tasks as necessitated by your evolving role within the company and the overall business objectives of the company.

Equality and Diversity

We are committed to the promotion of equality of opportunity in all of our activities and to encouraging access to our organisation from all groups irrespective of the equality strands. We are working to create an environment in which cultural diversity and individual difference are positively valued in an atmosphere free from harassment and discrimination. We take our legal and moral obligations with respect to equal opportunities seriously and welcome dialogue with individuals on ways in which our equal opportunities policies and practice can be enhanced.

Health and Safety

The organisation together with the assistance of all employees are fully committed to developing a positive safety culture.

We encourage and support employees becoming involved in and participating in health, safety and welfare matters. Our goal is to motivate and empower all employees to work safely and protect their long-term health, not simply to avoid accidents.

PERSON SPECIFICATION

Education/Qualifications			
<i>Essential:</i>	S/L	I	A
<ul style="list-style-type: none"> • Bachelor degree or equivalent in a related area such as business or economics, logistics, supply chain management or purchasing 	X		
<ul style="list-style-type: none"> • Certificate in procurement & Supply Operations (CIPS) 	X		
<i>Desirable:</i>			
<ul style="list-style-type: none"> • Awareness of AS9100 and BS EN ISO 9001 standards and their applicability to aerospace safety critical software and hardware 	X		
<ul style="list-style-type: none"> • Awareness of ISO44001 (institute of collaborative working). 	X		
<ul style="list-style-type: none"> • Project management skills 	X		
Knowledge and Experience			
<i>Essential:</i>			
<ul style="list-style-type: none"> • Knowledge of the principles and practices of Procurement in aerospace or manufacturing environment 	X	X	
<ul style="list-style-type: none"> • Solves complex problems and exercises judgment based on the analysis of multiple sources of information 	X	X	
<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite 		X	
<ul style="list-style-type: none"> • Manage relationships with designated suppliers of goods and services to ensure quality, cost, delivery and responsiveness targets are being achieved 	X		
<ul style="list-style-type: none"> • Conduct requests for quotation, evaluation, negotiations, and sourcing activities 	X		
<ul style="list-style-type: none"> • Drive annual cost down and minimize supplier cost increases 	X		
<ul style="list-style-type: none"> • Support the procurement process to ensure orders are raised 		X	
<ul style="list-style-type: none"> • accurately and on time to ensure all goods and services are supplied in accordance with customer and company requirements 		X	
<ul style="list-style-type: none"> • Review performance data related to purchasing effectiveness and efficiency 		X	
<ul style="list-style-type: none"> • Liaise with external customers/ partners as required taking appropriate actions as directed 		X	
<ul style="list-style-type: none"> • Negotiate contracts, improve prices and terms of business with suppliers and review opportunities to make business savings 		X	
<ul style="list-style-type: none"> • Purchase goods, materials, components or services in accordance with specified technical, quality and delivery requirements 	X		
<ul style="list-style-type: none"> • Provide procurement support for new designs, and when necessary, participate in make /buy process 	X		
<ul style="list-style-type: none"> • Ensure full life-cycle strategy and support 		X	
<ul style="list-style-type: none"> • Manage supplier leads times to meet project milestones 	X		
Personal/Behavioural Attributes			
<i>Essential:</i>	S/L	I	A
<ul style="list-style-type: none"> • Cooperative teamwork 		X	
<ul style="list-style-type: none"> • Confident and articulate with good communication skills 		X	
<ul style="list-style-type: none"> • Excellent interpersonal and communication skills with the ability to drive tasks to completion. 	X		
<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite 	X		
Other Requirements			
Safety Critical Role			
Subject to security vetting to a minimum SC level		X	
S/L = Short Listing I= Interview A=Assessment			