

Job Title:	Supply Chain Manager	Job Holder:	
Division:	Canada	Dept/Sector:	Canada
Grade:	SC (up to \$120k CAD)	Skill Group:	Procurement

<p>Job Purpose:</p> <p>The Supply Chain Manager will establish, manage and develop our network of suppliers in Canada, working with them to ensure that SEA Canada receives the material it needs, when it needs it, and to the required quality. This role is responsible for ensuring best value procurement and that materials, products or services are fit for purpose, available within the timescales required and comply with SEA governance.</p> <p>The Supply Chain Manager is a key member of the SEA Canada team who will work closely with our customers, suppliers and UK subject matter experts to support the delivery of highly engineered naval systems and the growth of our Canadian business.</p> <p>Key aspects of the role include:</p> <ul style="list-style-type: none"> • Identify, evaluate and on-board new suppliers for SEA Canada. • Lead procurement processes, ensuring the application of best practice and achievement of value for money within the supply chain, ensuring consistency with the Supply Chain procedures of SEA UK. • Oversee supplier compliance to the governance requirements set by SEA. • Review, identify and implement ongoing improvements to supply chain management processes. • Monitor and manage contracts, subcontracts and service agreements to ensure that all parties adhere to the terms and conditions. • If required, work with suppliers so that they reach the required level of quality, compliance and delivery performance. • Maintain supplier metrics/dashboards covering quality, delivery and compliance performance, such that poor performing suppliers can be identified, improved or (eventually) terminated if required. • Professionally represent the business at meetings with suppliers. • Liaise with the Commercial function in forming supplier contracts, statements of work and to identify and mitigate the commercial & compliance risks relating to our supply chain. • Facilitate early engagement with suppliers to support design for supply chain best practice. • Advise and guide the General Manager on performance issues relating to suppliers/sub-contractors • Operate in line with SEA's business management system and actively champion improvement of working processes in line with industry best practice and cutting-edge developments.
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- Drive continual improvement within projects and work packages, gathering lessons and reducing waste.
- Commit to personal continued professional and competence development.

Travel may be required to other SEA sites as well as customer and supplier premises both in Canada and abroad.

The jobholder will be expected to:

- Manage and develop suppliers to enhance the business relationship and value of the supplier base, including measurement of key supplier performance together with the identification of new/replacement suppliers.
- Source products or services in line with production demands raised from ERP system or purchase requests raised from other business areas.
- Obtain competitive quotations through requests or tenders.
- Negotiate and agree individual orders or contracts e.g. Price, Quantity, Services, Delivery, Quality, Timescales.
- Negotiate and agree any variations to SEA standard Terms and Conditions of Purchase.
- Monitor and ensure compliance with procurement procedures.
- Progress outstanding Purchase Orders and expedite orders if required, and implement appropriate actions to address and minimise late delivery.
- Provide professional support and advice to the Project and Bid teams.
- Communicate status on all purchasing transactions to all relevant stakeholders, through relevant system reports and in response to ad hoc enquiries
- Liaise with Finance (Purchase ledger) with regard to purchasing and invoice queries.
- Liaise and engage with Quality management in the resolution of supplier related quality issues.
- Review, improve, develop and implement business improvements and processes to Supply Chain processes in conjunction with relevant business areas.

Operational Standards and Objectives:

- Achieve business budgets and forecasts.
- Deliver on time, to required quality and within budget, consistently employing effective risk control and opportunity exploitation.
- Ensure a high degree of customer satisfaction – both internally and externally.
- Operate in accordance with company processes and guidelines.
- Proactively champion and lead the way in continual improvement.
- Ensure the team are well administered and supported to have a high degree of satisfaction from working within the job holders' projects.
- Ensure stakeholder satisfaction through clear and honest communication provided in an appropriate and timely fashion.
- Actively drive for the highest level of personal development such as professional registration or actively work towards similar level qualifications.

Experience and Qualifications:

- A hands-on professional with significant experience in supply chain management and procurement.
- Extensive experience of supplier development within the Canadian Defence Industry.
- An astute analytical ability to identify commercial risks and opportunities, and an ability to devise a flexible range of mitigations
- An excellent communicator and able to demonstrate both effective change and conflict management with highly developed influencing skills.
- Extensive knowledge of different methods of transactional and strategic procurement.
- Excellent supplier relationship management skills.
- Strong interpersonal skills and ability to engage with key stakeholders across the supply chain. A team player.
- Must have or be able to secure Canadian security clearance.

Reporting Line

The jobholder will report to the General Manager, SEA Canada

Job Location

The job will be located in at the Ottawa site in Canada, with hybrid working patterns available. Typically 3 days in the office and 2 days working remotely (home or other site).

Job Holder Declaration:

I accept the purpose and key result areas of my role with SEA are as outlined above.

Signature: _____ Date: _____

Line Manager Declaration:

I confirm that the purpose and key result areas of this role are as outlined above have been agreed with me as line manager.

Signature: _____ Date: _____