



ROLE	TYPICAL ROLE ACTIVITIES AND FUNCTIONS	
VENDOR MANAGEMENT Contracts Administrator	<ul style="list-style-type: none"> - Administering the Procurement Contract Registers - Ensure integrity of data to ensure an accurate and robust audit trail - Carrying out integrity checks on contracts received from suppliers - Providing administrative support to the Contract Services team 	<ul style="list-style-type: none"> - Review and cleansing of data held within the Contract Registers and other databases - Following through the Contract Interaction process with the Procurement Managers - Managing the storage and timely retrieval of contracts - Scanning, Filing, internal and external Archiving - Provide reporting from Procurement systems to Procurement/Contracts Managers
PROCUREMENT Procurement Analyst / Senior Procurement Analyst	<ul style="list-style-type: none"> - Data analysis - Contract support - Implementation support - Catalogue management - Vendor analysis 	<ul style="list-style-type: none"> - Spend analysis - Report production and presentation - eProcurement systems support - Provide support/training to sourcing managers in savings methodologies & processes - Provide management reporting data and conclusions
PROCUREMENT Procurement / Purchasing Manager - SME	<ul style="list-style-type: none"> - Manage all aspects of the day-to-day activities of a purchasing function - Optimise procurement processes and policies - Achieve financial goals including cost reduction strategies - Monitor & develop purchasing processes - Balance & optimise cost, quality & lead time - Work to best practice sourcing & contract management principals - Draft and negotiate agreements with suppliers following legal principles 	<ul style="list-style-type: none"> - Undertake effective supplier selection and management - Set / understand / analyse demand forecasts - Support /advise internal stakeholders and functions - Ensure appropriate sourcing and supplier selection processes - Maintain/develop effective supplier & stakeholder relationships - Comply to department, business and legislative standards - Provide accurate management data and analysis
PROCUREMENT Buyer / Senior Buyer	<ul style="list-style-type: none"> - Manage RFQ's, RFIs, RFPs, Invoicing & Purchase Order processing - Work with suppliers to ensure optimum cost and product solutions - Ensure appropriate sourcing and supplier selection - Support/manage commercial issues relating to suppliers - Assist in developing robust service level agreements 	<ul style="list-style-type: none"> - Support/communicate with other business functions and internal stakeholders - Ensure materials, product and services are supplied to contract - Comply to department, business and legislative standards - Draft and negotiate agreements with suppliers following legal principles - Implement strategic sourcing methodologies for specified commodities
VENDOR MANAGEMENT P2P Implementation Manager / Specialist	<ul style="list-style-type: none"> - Develop eSourcing programmes - Provide specialist process improvement expertise to Procurement Team - Develop the most efficient and appropriate P2P solutions - Extensive experience of PSP systems required, SAP, SAP SRM, Ariba, Oracle etc. - Effective Communication & Stakeholder management skills 	<ul style="list-style-type: none"> - Undertake effective vendor management processes - Lead the simplification of the user community purchasing processes - Train and provide support to P2P system users - Proactively lead Category Managers to develop the most efficient P2P solutions - Vendor / Supplier Management
VENDOR MANAGEMENT Contracts Manager / Bid Support Manager	<ul style="list-style-type: none"> - Produce contracts (supported by Legal Dept and internal stakeholders) - Contribute to the negotiation of all supplier commercial terms including price, terms & conditions to ensure best value is achieved - Read supplier proposals, provide commercial solutions & recommend suppliers - Development, negotiation, implementation and management of all contracts 	<ul style="list-style-type: none"> - Identify commercial risks and suggest mitigation ideas - Identify savings opportunities - Assist internal project managers with commercial advice - Implement and maintain commercial procurement strategies - Be the primary contact for sourcing, procurement & contract requirements
VENDOR MANAGEMENT Sourcing Process Compliance Manager	<ul style="list-style-type: none"> - Deliver a programme of sourcing projects on-time and to target - Continuously develop management reporting processes - Continuously improve sourcing & contract management processes - Lead procurement sourcing programmes - Understand accounting processes including forecasting and budgeting 	<ul style="list-style-type: none"> - Identify and provide resolutions to risks & management of dependencies - Define and measure to best-in-class procurement - Program and project management including risk mitigation - Team management & leadership: category/country managers/executive teams - Use and understand spend analytics and e-sourcing tools
VENDOR MANAGEMENT Relationship Manager / Vendor Manager	<ul style="list-style-type: none"> - Define sourcing strategy that leads to optimised delivery - Direct & manage the relationships with suppliers and outsource suppliers - Coordinate stakeholder requirements to define sourcing approach - Contract management, development and drafting - Manage service level agreements - Develop & execute vendor reduction & payment term improvement activities 	<ul style="list-style-type: none"> - Lead supplier commercial and service delivery negotiations - Advise/lead category managers re: vendor development & reduction activities - Cost analysis and modelling - Build relationship with category, service & delivery and other teams/stakeholders - Ensure all contractual agreements are met, contracts escalated & resolutions found - Lead vendor & payment term management metrics.
PROCUREMENT Category Manager / Category Specialist	<p>Predominantly Managing Existing Vendors - Not Highly Strategic - Some Engagement with Senior Stakeholders</p> <ul style="list-style-type: none"> - Category planning, strategic sourcing & supplier management - Tracking and milestone monitoring - Develop, approve and implement category plans - Perform supplier management - Benchmark suppliers and market analysis - Ensure appropriate use of procurement tools 	

<p>PROCUREMENT</p> <p>Senior Category Manager / Senior Category Specialist</p>	<p>Managing Existing & New Vendors - Defining Category Strategy - Highly Strategic - Significant Engagement with Senior Level Stakeholders</p> <ul style="list-style-type: none"> - Manage teams - Develop category strategies - Strategic development of category plans to reduce costs/improve processes - Lead cross functional teams through strategic sourcing process - Identify opportunities that drive costs out through demand management 	<ul style="list-style-type: none"> - Complete ownership of the day to day management of category or categories - Create initiatives with measurable outcomes and defined milestones across business functions and processes - Provide cost management advice to key stakeholders and colleagues - Implement appropriate governance structures
<p>PROCUREMENT / VENDOR MANAGEMENT</p> <p>Head of Category / Head of Function</p>	<ul style="list-style-type: none"> - Setting category/functional objectives to meet and exceed business strategies - Manage, motivate and develop category/functional teams - Commercial management to meet short, medium and long term objectives - Effective end-to-end procurement management - Maintain effective relationships with key internal customers and suppliers - Implement leading practice and agile procurement systems 	<ul style="list-style-type: none"> - Deliver cost saving programme across the region to exceed plan - Establish global category strategies - Understand industry, supplier dynamics and market trends - Oversee critical contracts to minimise business risk and maximise commercial benefit - Analyse spend data to identify cost saving opportunities - Conduct market analysis to develop supply market strategies

The upper section of the Table provides Annual Salary (without benefits) for various discipline of Procurement, Supply Chain and Vendor Management Professionals.

The lower section of the Table shows Typical Role and Functional Activities for the various Job Disciplines.

(Note: There is significant variation in Job Titles for comparative roles; depending upon the organisation and industry sector. Alternative Job Titles are shown in the Table)

Market Overview 2016 / 2017

Procurement

In Summary the Permanent market continues to be very buoyant at the beginning of 2017. We have seen a strengthening of Permanent Salaries in many, if not all areas as 2016 progressed. Overall the demand for highly talented procurement and supply chain professionals continues to increase, resulting in rises in base salaries over many disciplines.

The year started with a very buoyant permanent market, but began to slow as we moved into the second quarter of 2016 with uncertainty about the effects of Brexit. Post 23rd June we have seen the permanent market really pick up, with many of our clients looking to strengthen their teams and embarking upon recruitment campaigns; with this demand beginning to push up salaries and associated packages at the end of 2016. Whether this strengthening will continue is uncertain, although in the post Brexit economy the need for talented Procurement Professionals will be higher than ever, which we believe will support salary and package increases particularly for higher level strategic roles moving into 2017.

The year on year trend for visibility of procurement at board level (where procurement contribution is measured in bottom line savings) has increased the demand to engage highly productive procurement teams and continues to support salary rises; in the 'fight' to secure the best procurement talent. We have seen an increase in Senior Manager and Director level salaries and an increase in senior management Greenfield roles as companies recognise the need to apply leading edge procurement strategies to ensure competitive advantage and ensure effective global supply chain compliance.

Category expertise that continue to be in the greatest demand are Marketing, HR, Professional Services and IT (in particular subject experts in: Software, IT Outsourcing and Telecoms categories) all pushing up salaries in these segments at a faster rate than the average. Talented individuals with in depth expertise in one of these categories are most likely to secure the highest salaries. Needless to say, clients are finding it difficult to secure people in these categories so recruiting companies need to be responsive, candidate focused and 'sell' their brand; as well as offering highly competitive packages (often to include some flexible working) if they want to secure the best specialists in this 'talent short' market. Another sector showing significant growth in 2016 is in Insurance Claims with many insurance companies seeking to bolster their specialist Procurement claims teams, once again pushing salaries up in this area.

Candidate sourcing is continuing to become more globalised; with more organisations actively searching or willing to consider candidates from other countries or continents, providing they have the verifiable skills and attributes that are needed.

Vendor, Management, Supplier Management and SRM

Effective outsourcing of non-core competencies continues to be a requirement of corporate board decision makers, although we have also seen a significant demand for SRM specialists working on in-sourcing projects too. Many global organisations are realising that they are ever more reliant on suppliers to enhance on-going cost savings, innovation, security of supply and corporate social responsibility. Strategic partnerships are at the top of the corporate agenda for many global organisations and Supplier Relationship Management (SRM) is seen as one of the critical procurement topics that can still make a significant difference to company's success. With this in mind the demand for talented Vendor / Supplier Relationship Management professionals continues and Permanent Salaries have remained strong. Particularly in the Technology sector there has been significant activity with a number of major Mergers and Acquisitions resulting in an increased demand for Contracts and Commercial Manager's to manage transition and integration agreements. Our clients are looking for candidates with Performance Management and Relationship Management experience. ITIL qualifications are also popular with employers for these roles. We have continued to support clients that are setting up whole new Vendor Management teams.

Sector Differences 2016 / 2017

Banking and Financial Services:

The Banking and other Financial Services salaries and packages remain very competitive and are still a good place to be if you want to secure some of the highest salaries. However as the demand for skilled Procurement and Vendor management professionals increases across the board, there is evidence that permanent salaries/packages have not increased quite as quickly in this sector as they have in some others. Although on-going work for major restructures has softened; technology changes, compliance requirements and the need for the very best subject matter experts, has meant that demand remains high and companies in this sector have found it more difficult than ever to find talented procurement professionals with the right category and soft skills.

Bonuses in this sector are remain higher than the industry average and could be 30% or more at senior levels, usually based on a combination of individual and company performance. At category manager level the total bonus potential is more likely to be at circa 10-20%, although this can vary significantly between organisations. Due to central London locations, a company car is not usually offered as part of the package. Merchant banks continue to pay the highest rates and offer the highest bonus potential, followed by retail banking sector and other financial services sectors falling a little way behind.

Retail / High Street Banks – Salaries have stayed fairly static in 2016 meaning they have struggled to find category experts. They have found the technology categories roles particularly difficult to fill. The retail Banks do however still provide very comprehensive benefits packages.

Investment Banks / Hedge and Investment Funds / Specialist Financial Institutions – Salaries can vary massively between organisations but nearly all being very competitive and well above average. High bonus pay outs are common; especially at the more senior level (other benefits are normally not so competitive). Again the IT categories have been most in demand and are paying a premium. We have also seen a rise in demand for Process / Procedures purchasing specialists due to changes in legislation.

Insurance Companies – It seems that nearly all insurance companies are either bolstering their procurement function or the smaller firms are starting one up. Again category expertise across all in-directs is critical as well as insurance specific skills such as Claims Procurement experience which is very much in vogue. Insurance companies pay well and normally offer good benefits packages.

Overall Banking and Financial Services is still a very well paid sector and still busy. The most buoyant category areas are Professional Services, Claims, HR and IT (software and Telecoms).

Pharmaceutical:

The Pharmaceutical sector has been consistently busy all year with locations mainly concentrated in London and the M4 corridor. Category expertise in R&D, Marketing, HR and Travel as well as wider Supply Chain management (Demand Planning, Supply Planning, etc.) have all been in high demand. We have also seen a higher than average demand for very senior level positions (Director level). Salaries have risen at all levels and we would expect that to continue in to 2017. Salaries in the pharma sector tend to be amongst the highest of any sector with very good benefits packages and bonus potential. Relationship skills have remained crucial to the success of candidates employed in this sector. Both stakeholder and supplier relationship management skills are critical in the pharma sector, often seen as a higher pre-requisite than actual technical ability. Pharma clients have also demanded that candidates come from either Pharma/FMCG or at least large, complex and blue chip environments. Higher educational achievements are also often sought after.

Technology:

Another buoyant sector in 2016, salaries for category specialists in this sector have risen and we believe that they will continue to do so moving into 2017. Most packages come with car or car allowances and reasonable bonus potential and additional benefits. As ever, expert category management experience is much in demand. Over the last 12 months, we have seen a significant increase in the demand for specialist IT Procurement professionals, particularly in the Security, Cloud and ADM space and due to this demand, we have seen salary expectations increase for both Permanent and Interim candidates, including outside of London and major cities, where clients are beginning to acknowledge that they are having to meet market expectations to secure the best talent. There have also been several Mergers and Acquisitions within the industry and we can see this continuing as more and more companies are fighting for market share within a competitive environment and strive to be able to offer more solutions for customers and clients. As a result there has been an increased need for Contracts and Commercial Manager's to manage the transition and integration and agreements. We foresee that demand for skilled procurement professionals in the Technology sector will continue to grow throughout 2017 as the need for smarter, more efficient and quicker Technology is at the forefront of development and growth for businesses. Industry leading procurement functions and supply chains will be a critical contributor to this success. A point worth noting is that the technology companies with the highest brand values and consumer reputation do not always pay the highest salaries or interim rates; but attract candidates looking to gain insight/experience in a global leading technology environment, to bolster their work experience and to strengthen their long term career development goals.

Retail:

For another year this is a fast changing sector in both Directs and In-directs, with most retail companies having to modify their business models to reflect the trends to online shopping and changes in supply chain. Again we have seen high demand for Marketing procurement specialists, particularly the digital area as well as Hard and Soft FM, Logistics, Professional Services, HR and to a lesser extent IT. Salaries have increased slightly in the 'hard to find' specialisms (HR, Professional Services, Digital & Marketing) and bonus payments still seem to be quite high. With the retail supply chain model changing so fast supply chain efficiency, security and corporate responsibility are key issues in this sector and procurement professionals that can provide innovative solutions to these, will secure the best packages. Benefits packages are usually good with the offer of a company car for mid and senior level roles.

Energy and Utilities:

We have seen an uplift in salaries in this sector as investment in capital projects picks up again. A number of companies have become much more competitive with salaries, notably some of those located on the south coast; and offer bonuses, car allowances and good pension schemes all in line with the private sector. Many organisations in this sector are also beginning to bring in flexible working to attract the best candidates from out of the area, as well as Investment in higher level procurement professionals. Benefits packages are usually good with the offer of a company car for mid and senior level roles.

Not for Profit:

There has been a slight increase in salaries within the 3rd sector as many organisations recruit higher level procurement professionals with the aim of making the organisation more commercial. We have seen the addition of things like London Weighting and additional market supplements to bring salaries up but they are still below market rate for Procurement and still relying on people who would prefer to do something “worthwhile” They do however often offer good pensions and other non-cash benefits that may be important to some people, flexible working/working from home and a relaxed atmosphere and dress code.

Manufacturing / FMCG / Automotive:

Indirects specialists' salaries in this sector are on par or slightly below those in the Technology and Pharmaceutical sector. Benefits packages are reasonable and often a car allowance will be part of the package; however there is quite a wide range of salaries and packages including in some instances overseas relocation. We have seen a significant increase in demand within the Automotive sector; both in the UK and the rest of Europe, where some organisations are offering very attractive relocation/on-boarding packages to reach the best candidates worldwide to ensure they secure the talent they need. Despite the anticipated threat of Brexit to the sector, demand has continued throughout the year and we don't anticipate any significant slowdown moving into 2017. The Automotive sector is constantly changing; triggered by development, new technologies, automation, sustainability and changing consumer demands. Key areas within the automotive industry through 2016 and ongoing will be autonomous driving, electrification and connectivity and this will help maintain growth in the sector. This in return has resulted in increased demand for professionals with clients targeting searches around specific category and industry experience, or from other fast paced manufacturing environments whom can offer fresh ideas to an already leading industry. The automotive industry offers a diverse and fast paced working environment; as well as highly competitive salaries and benefits packages and is not fazed to offer strong relocation packages to encourage top talent from the UK and Europe.

Public Sector:

Again Public sector pay rates have remained largely static through the year, austerity is still determining salaries. At a more senior level the public sector pays slightly closer to the private sector and still offers a good work life balance and an excellent pension however no other benefits are paid. On the interim side, rates can sometimes be surprisingly strong where there is a demand for very specific 'hard to find' category expertise and the hire can demonstrate an exceptional record of success. New IR35 legislation is being introduced in April 2017 across all public sector organisations so we could see a considerable amount of change associated with the amount of interim contractors in the public sector however we will have to wait and see if this leads to public sector organisations needing to up their salaries to compete with the private sector.

Geographical Differences:

As you would expect the highest salaries can be found with the London and the South East. Investment banks and to a lesser extent other financial services organisation within London raise peak salaries compared to the UK overall. Technology sector companies distributed along the M4 corridor and through the South East also offer strong salaries for procurement and vendor management professionals who have relevant and comprehensive subject matter expertise. We have seen rates rise amongst clients based on and around the south coast in all sectors, but in particular in the power and utilities sector. Companies in the pharmaceutical sector are more geographically dispersed throughout the UK, but despite this they can still offer strong packages. With the demand for talent ever more competitive, corporates' candidate sourcing is becoming more globalised; with many organisations actively searching or willing to consider candidates from other countries or continents, providing they have the verifiable skills and attributes that are needed. These organisations are offering attractive benefits and relocation packages to secure the talent they need.

Category Experience:

There is a strong correlation between salary rate and the category skill sets required. In all sectors there is strong demand for specialist subject matter experts. IT & Technology, Professional Services and Marketing category expertise are the most sought after categories and often hard to find; and the higher than average rates offered in these areas undoubtedly reflect this. In particular we have seen a lot of demand for specific Category Management specialist. Experienced, outsourcing, off-shoring, on-shoring and transformation expertise is still in high demand, particularly in conjunction with specific subject matter expertise. As always, evidence of major spend, global or matrix environments and major savings will secure the best supply chain professionals the best roles.

Qualifications:

The majority of our clients will require their hires to possess formal qualifications relevant to the particular Procurement, Supply Chain or Vendor Management role being recruited for. For Procurement and Supply Chain roles, ideally this will be a CIPS or MCIPS qualification, or you will be working towards this qualification (or equivalent). Relevant Degree level qualifications in Business, Economics or other relevant discipline and/or post graduate qualifications, for example *MSc in Supply Chain Management* or *MBA* are considered highly desirable; and give evidence of credibility to undertake the job based on formal principals. For Vendor/Supplier/Relationship Management roles, PRINCE2 and ITIL qualifications are seen as highly desirable, along with appropriate technical qualifications and relevant degree level qualifications. A clear CV with no unexplained employment 'gaps', succinct presentation of your talents (i.e. a *brief summary, your responsibilities, your category experience, vendor experience etc.*), what you achieved (i.e. full details on *spends, savings, improvements etc.*) with details of any relevant qualifications (*educational / professional bodies*), will be the first step in helping secure an interesting and relevant opportunity with a great company.

ABOUT BEAUMONT SELECT

Beaumont Select is a niche Procurement, Supply Chain and Vendor Management Recruitment Specialist, supporting a primarily blue chip and global client base, delivering both Permanent and Interim Procurement Recruitment Solutions. We have an enviable track record, matching the best Sourcing Professionals with exceptional Procurement, Supply Chain and Vendor Management jobs in FTSE100/250, Fortune 500 and other major name organisations. We work with Clients and Candidates throughout the UK, Europe and Worldwide.

We are Certified Members of the Recruitment and Employment Confederation (REC) and are ISO9001:2008 Quality certified for the provision of permanent and interim procurement and vendor management recruitment solutions worldwide.

Typical roles we are asked to fill:

Purchasing Assistant, Purchasing Analyst, Supply Planner, Demand Planner, Supply Manager, Junior Buyer, Buyer, Senior Buyer, Purchasing Manager, Category Manager, Sourcing Manager, Contracts Manager, SRM Manager, Vendor Manager, Senior Category Manager, Senior Sourcing Manager, Purchasing Consultant, Purchasing Specialist, Purchasing Director, Head of Procurement, Chief Procurement Officer, Head of Vendor Management

Our clients:

Banking & Financial Services, Information Technology, Telecoms, Management Consultancy, Pharmaceutical, Oil & Gas, Hi-Tech, Utilities, Public Sector, Engineering, Automotive, FMCG, Retail, Not for Profit and Media

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