

Job title: Sourcing Team Leader	Team: Sourcing
Reports to: Head of Sourcing	Location: Gateshead
<p>Job purpose: The Sourcing Team Leader will contribute to our mission of delivering operational excellence and a outstanding customer service by ensuring customer success through leading the sourcing process for client requirements, consisting of a multitude of projects ranging in scale and complexity e.g. one day training courses to multi-million pound construction projects. To ensure Bloom exceeds customer expectations and to encourage repeat business, the role holder will use the information from the client’s specification and their own knowledge and expertise to source suitable suppliers to deliver the client’s requirements (known as a project) in an effective and efficient manner. The Sourcing Team Leader will facilitate the growth of their team by providing continuous support, encouragement, and guidance creating an environment whereby team members have the confidence to utilise their own expertise and knowledge to deliver projects from the point of allocation through to delivery, ensuring that all stages of the process are followed efficiently. The role holder will provide leadership and direction to their team as well as supporting the Head of Sourcing.</p>	
<p>Key accountabilities:</p> <ul style="list-style-type: none"> • Support in the project allocation considering client profile, value, complexity, history of similar project types etc • As team leader, drive the behaviours, approaches and techniques employed by your team members to ensure successful outcomes are maximised • Drive positive attitude and motivation to achieve performance goals • Maintain regular catch-up meetings and one-to-ones with team members, as well as being responsible for performance management and quarterly / annual reviews. • Organise, hold, and run project kick off calls where appropriate between the client, Bloom and supplier as well as arranging regular project management meetings when necessary • Be proactive in ensuring that at any given time, the known status of projects within your teams’ portfolio is understood, and relevant 	<p>Skills, know-how and experience:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Relevant procurement experience, ideally focusing on services rather than goods. • Demonstrable experience of working in a delivery focussed environment. • Experience of leading, developing, and mentoring team members, able to motivate and inspire to meet performance goals. • Excellent planning and organising skills and able to work in a fast-paced environment • An understanding and experience of basic project management techniques and considerations. • The ability to work well under pressure and maintain a calm and measured approach when needed. • Ability to organise and prioritise work effectively to achieve targets in a timely and efficient manner.

Job Description

<p>actions are taken to keep projects up to date as well as managing your own project portfolio</p> <ul style="list-style-type: none"> • Liaising with the Quality & Compliance team • Keeping up to date with procurement best practices to ensure our sourcing strategies and techniques remain current and up to date. • Working with your colleagues to ensure a 'One Bloom' mentality so that we can collectively deliver an invaluable service that achieves our mission and vision in a unified way. • Work with Commercial Managers and suppliers to address and resolve project issues that arise • Act as a point of escalation where issues arise • Ensure that project data such as payment schedules and milestones are set up efficiently and accurately as the project moves into delivery prior to handover to the Delivery Team • Participate in handover meetings with appointed members of the Delivery Team to ensure all new engage projects are handed over efficiently • Monitor timescales against critical path and identify areas of improvement • Provide project related support to suppliers and clients up to the project moving into delivery 	<ul style="list-style-type: none"> • Ability to adapt and learn new tools and techniques, and willingness to embrace opportunities for change. • Proven ability to develop and maintain effective relationships with internal and external stakeholders across all levels of seniority. • Excellent written and verbal communication skills, able to engage at all levels and handle challenge successfully. • Ability to work with complex data with great attention to detail. • Experience working in a customer facing role • Ability to work under pressure and to tight timelines. • Behaviours that are displayed in line with our Company values and always strives to deliver an outstanding customer experience. • Excellent communication skills • Good knowledge of Microsoft Word, Excel & PowerPoint <p>Desirable:</p> <ul style="list-style-type: none"> • Background knowledge of standard procurement processes • Project management experience <hr/> <p>Technical / professional qualifications:</p> <ul style="list-style-type: none"> • N/A
<p>Key performance indicators: (max. 5)</p> <ul style="list-style-type: none"> • Time to value • Data accuracy • Critical Path 	<p>Direct reports:</p> <ul style="list-style-type: none"> • Sourcing Specialists