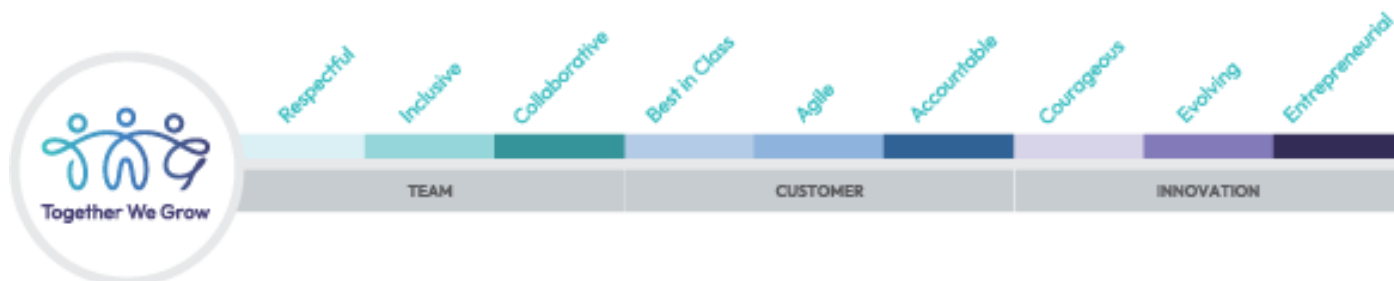


JOB DESCRIPTION

Job title	Strategic Procurement Manager
Department	Purchasing
Reports to	Managing Director
Contract type	Permanent

Company vision statement	Company mission statement
To become the trusted global leader of choice in the supply, design and manufacture of precision fluid control components and solutions.	To provide the best medical and scientific innovations by embracing the expertise of the brightest minds, cutting-edge technology and the highest quality products to deliver sought after solutions globally.

Our company values



TEAM

- Empowering each other to be open and honest
- Holding ourselves and each other accountable

CUSTOMER

- Putting the customer at the heart of everything we do
- Creating an environment of mutual trust and reliability

INNOVATION

- Promoting a culture where learning, skill development and curiosity are prioritised
- Challenging the status quo and striving for continuous improvement

Position overview

The Procurement Manager will lead supplier strategy and sourcing for Manufacturing, Production Assembly and Distribution for our business which operates primarily in the medical and life science industries to ensure compliant, cost-effective, and resilient supply chains. They will manage supplier qualification and performance, supports New Product Introductions, manages end-of-life and obsolescence risk, and deliver measurable procurement savings whilst maintaining regulatory compliance.

Job responsibilities

Sourcing and supplier strategy

- Lead strategic sourcing for components and materials across existing products and New Product Introductions.
- Identify, evaluate, and qualify alternative suppliers and manufacturing sources to support second-source initiatives.
- Conduct Total Cost of Ownership and lifecycle cost analysis to inform sourcing decisions and deliver year-on-year procurement savings.
- Introduce tendering process for large scale projects.
- Ensure the onboarding of new suppliers is in aligned with the Quality Management System and all due diligence checks are undertaken.

Supplier performance and risk management

- Define, track, and report supplier KPIs for delivery, quality, cost, and risk; develop supplier dashboards for leadership and cross-functional teams.
- Proactively identify and mitigate supply chain risks including obsolescence, long lead-time items, and product end-of-life transitions.
- Manage supplier audits, corrective actions, and continuous improvement programs; lead quarterly business reviews.

Quality, compliance and documentation

- Collaborate with Quality and Engineering and the wider team to manage supplier performance, address non-conformances and rejections, and ensure the submission of supplier quality documentation.
- Ensure suppliers maintain required certifications and accreditations (ISO 9001, ISO 13485, ISO 14001, FDA where applicable); coordinate supplier contracts, NDAs, and accreditation reviews with Legal.

New Product Introduction and cross-functional support

- Support end-to-end New Production Introduction sourcing: analyse Bills Of Materials, obtain quotes, qualify suppliers, and ensure compliant materials for new business opportunities.
- Work closely with Sales, Engineering, R&D, and Quality Assurance to cost complex projects and provide accurate cost breakdowns for quoting and pricing strategies.

Sustainability and supplier development

- Work with the Programme Manager to help implement and manage ESG supplier development plans to improve reliability, sustainability, and supplier performance against company targets.
- Facilitate supplier and internal training to reinforce joint development and continuous improvement.

JOB DESCRIPTION



Job required skills

- **Minimum 5–8 years** procurement or supply chain experience, with proven experience in medical device or regulated healthcare manufacturing.
- **CIPS** certification or equivalent procurement qualification.
- Demonstrable experience with NPI sourcing and supplier qualification.
- Strong supplier management, negotiation and tendering skills, and experience running QBRs and supplier audits.
- Proficient in ERP/MRP systems (experience with **SAP** preferred) and Microsoft Office; experience building supplier dashboards and reports.
- Solid knowledge of risk management, product lifecycle planning, BOM analysis, and cost modelling.
- Familiarity with ISO 9001, ISO 13485, ISO 14001, FDA requirements, and regulated supply chain practices.
- Excellent stakeholder management and cross-functional collaboration skills.

Leadership Skills

- Proven experience to create and scale a high-performing strategic Procurement function (from an existing Purchasing function) to support rapid growth in the UK and US
- Cultivate a high-performing team, that challenges the status quo and seeks to drive up performance, through measurable savings, including maximum volume discounts and preferential terms
- An inherent desire to mentor and coach team members in their chosen profession

Preferred qualifications and certifications

- Experience with advanced procurement analytics or BI tools.
- Prior experience implementing ESG or sustainability supplier programs.

Team KPI's (key performance indicators):

Reviewed and updated annually.

You are required to adhere to the company standard terms and conditions of employment and to be aware of your duties as an employee of the company with regards to the quality management system, general standards, health and safety and confidentiality.

Name		Date	
Signature			



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.

As a pledged member of the Armed Forces Covenant, The West Group is proud to support those who serve.



We are also a member of the Mental Health First Aid (MHFA) Community.