Dairy Procurement Director

Dairy leadership and board

Job title	Dairy Procurement Director
Department	Dairy leadership and board
Reports to	Chief Financial Officer or Chief Executive Officer
Direct reports	Category managers, buyers and procurement operations staff
Location	*[To be confirmed by the employer]*
Contract type	*[Permanent / fixed-term / other]*
Salary and benefits	*[To be confirmed by the employer]*

Job purpose

Leads the buying of all non-milk goods and services for a dairy business, including packaging, ingredients, energy and services. Secures supply at the best total cost, manages supplier risk and makes sure the business buys responsibly and ethically.

Key responsibilities

Procurement strategy and policy

- Set the procurement strategy and policy for all non-milk spend
- Organise spend into categories and set a clear strategy for each
- Make sure purchasing follows agreed approval limits and financial controls
- Report savings, risks and supplier performance to the executive team and the Board

Category management

- Lead sourcing of packaging, including cartons, bottles, films, closures and transit packaging
- Lead sourcing of ingredients such as cultures, enzymes, fruit preparations, sugar and stabilisers
- Buy energy, fuels and utilities, and manage energy price risk with finance
- Source services including logistics, maintenance, cleaning chemicals and professional services
- Negotiate contracts that balance cost, quality, security of supply and service

Supplier risk and performance

- Assess suppliers for financial, operational and food safety risk before approval
- Build contingency plans and alternative suppliers for critical items
- Manage supplier performance through regular reviews and scorecards
- Work with the technical team to approve suppliers and specifications

Ethical and sustainable sourcing

- Set an ethical sourcing policy covering labour rights, human rights and anti-bribery
- Check supplier compliance through questionnaires, audits and certification
- Work with suppliers to cut emissions and environmental impact across the supply chain

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- Support the move to recyclable packaging and responsibly sourced ingredients

Team and systems

- Lead, coach and develop the procurement team
- Improve procurement systems, data and reporting
- Work with operations, engineering, marketing and finance to understand future needs
- Promote fair, transparent and lawful dealings with all suppliers

Qualifications and experience

Essential

- Degree or equivalent qualification in business, supply chain or a related field
- Extensive senior procurement leadership experience in food, beverage or manufacturing
- Proven record of delivering savings across several categories
- Experience of buying packaging, ingredients or energy
- Strong contract negotiation and supplier management skills
- Knowledge of supplier risk management and ethical sourcing standards

Desirable

- Professional procurement qualification
- Experience of energy price risk management
- Experience of sustainable packaging projects
- Experience of procurement systems and spend analytics

Skills and attributes

- Negotiation and influencing
- Commercial and financial acumen
- Risk assessment
- Strategic planning
- Leadership and team development
- Data analysis
- Building relationships with suppliers and internal teams

Measures of success

- Savings delivered against target
- Share of spend under contract and managed by procurement
- Supplier on-time, in-full delivery and quality performance
- Supply interruptions caused by supplier failure
- Share of critical suppliers assessed for risk and ethical standards
- Supply chain emissions reduction against target

Working conditions and safety

Office-based with regular travel to sites and suppliers, including some international travel for supplier visits and audits.

- Lead by example on health, safety, food safety and animal welfare
- Uphold the code of conduct and all legal and compliance requirements

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- Raise concerns and report incidents promptly

This job description outlines the main duties of the role. It is not a complete list, and the employer may update it as the business changes, in consultation with the jobholder.

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