

Materials, Equipment & Waste Manager

Grade

E

Director of fix360



Head of Business Improvement



Materials Manager

Department

Fix360 – Business Performance Team

Role Overview

Responsibility for the day-to-day contract management and performance of Fix360s materials external supplier relationships; Manage, monitor, and report performance of materials, equipment, and waste.

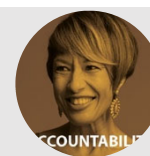
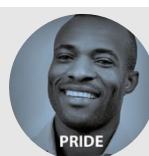
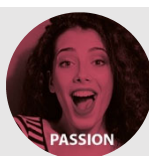
Influence and challenge operations teams on performance, material compliance, and waste. Drive productivity & sustainability improvements across these core services, monitor and reduce spend, to ensure that the Group is receiving value for money.

Manage relationships within the Group framework and external materials and waste suppliers to ensure materials/equipment are delivered when needed, waste is managed and that there is an Innovative and proactive service fit for purpose and future proofed.

RESPONSIBILITIES

- Lead as main point of contact for supplier relationships, working with framework providers to coordinate and lead regular supplier calls to discuss performance and materials supply
- Contract and Performance Management of key suppliers of materials & equipment and waste management partners; evidencing savings and productivity improvements.
- Motivate, challenge and influence Contract Managers and supervisors (repairs, voids, etc) on performance and compliance towards materials, equipment and waste usage
- Provide guidance as SME on materials contract performance and improvements to the Head of Business Improvement, wider senior team, and Operational staff across Fix 360
- Ensure materials performance analytics and reporting for senior stakeholders is automated, accurate and enables informed business decisions
- Take ownership of the policy and process control and suggest changes to policies, in line with business needs and process/performance improvement.
- Work with finance to manage, monitor and report materials and waste expenditure and performance of services against contractual arrangements.
- Champion best practice, ensuring continuous improvement across materials supply, product selection, stock control and input into our environmental strategy.

Our values



- Maintain robust material, equipment and waste control to minimise shrinkage and ensure defective stock is recorded, returned and accurately reimbursed to the Group.
- Maintain the materials catalogue and ensure only approved materials are used by the Group in line with quality standards and our Health & Safety safe system of work.
- Ensure materials & waste orders are issued compliantly and deliveries made on time
- Ensure hired equipment procured is off hired in real time and complete monthly cost reconciliations to ensure charges are accurate.
- Ensure owned equipment is maintained to Group standards, keeping accurate records of all maintenance activity and redundant equipment.
- Communicate consistently with the business on materials performance
- Support operational teams to drive KPIs (first time fix, repair/void costs, waste)

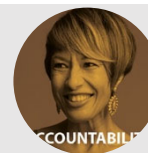
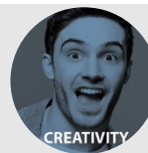
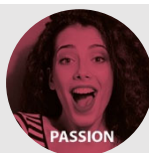
STRENGTHS

- ✓ High level of Gravitas, able to challenge, influence and hold to account where appropriate at a senior level (Contracts Managers, Head of Service, external partners etc)
- ✓ Ability to produce reports that clearly present complex data to a range of audiences and senior stakeholders
- ✓ Excellent problem-solving skills
- ✓ Strong Numeracy and Data analytical skills, able to manipulate and interpret data to forecast future requirements, generate KPIs to support management of suppliers' performance and interpret quantitative and qualitative information
- ✓ Solution focused. Ability to use initiative, planning and being forward thinking in the context of materials management and stock optimisation
- ✓ Ability to manage a busy and varied workload and meet deadlines, whilst under time pressures

ESSENTIAL REQUIREMENTS

- ✓ Experience working as a materials manager in a high-volume property, repairs or construction environment
- ✓ Excellent materials and equipment Budget management experience
- ✓ Knowledge and experience of van stock management
- ✓ Industry related qualification
- ✓ Experience collaborating with and performance managing materials and waste suppliers and driving continuous improvement
- ✓ Experience implementing processes and procedures with suppliers to increase operative efficiency and business cost effectiveness and compliance
- ✓ Knowledge of current best practice in materials supply, stock management and compliance
- ✓ Business acumen and commercial awareness with a proven ability to understand complex financial information and the impact on Business Plans

Our values



BENEFICIAL TO THE ROLE

- ✓ Full UK Driving License & use of own vehicle
- ✓ Experience of effective customer service management
- ✓ Experience of supervising staff, suppliers and contractors
- ✓ Six sigma / lean qualification (or equivalent) Project Management qualification

Our values

