

Curriculum Vitae

PERSONAL PROFILE

An experienced Senior Procurement / Interim Manager with over 25 years' experience of working with "blue chip" organisations in the private, public, MoD and Not-for-Profit sectors. His extensive experience to date has demonstrated his ability to apply himself to a range of complex roles and issues.

He holds a BA in Economics & Third World Studies and is a Graduate member of the Chartered Institute of Purchasing & Supply and the Chartered Management Institute. Security cleared to SC level (lapsed)

He has experience in a variety of organisations; private, public and not for profit sectors Xerox, Glaxo SmithKline, Abbey National Bank, Nationwide Building Society; Novartis Pharmaceuticals; The Home Office, MoD, Foreign & Commonwealth Office (FCO), Research Council, Social Services, Department of Health (DoH), Law Society, Department for Environment, Rural Payment Agency, Save the Children & Crown Prosecution Service

Key Skills and Experience:

- Experience of managing procurement functions in a national / multinational environment
- Extensive and highly transferable negotiation and contract formulation experience including EU procurement legislation and UK Contract Law and best practice
- Skilled in global resourcing, supplier selection, development, contract and project management
- Purchasing and supplier performance improved through objective and strategic planning
- A motivator of people and organisations, thriving under pressure and within changing cultures, achieving objectives "hands on" or via empowered delegation
- An ability to build strong professional and team working relationships with internal and external stakeholders including effective management and problem solving supporting cross functional teams
- Experience of complex organisations undergoing significant changes

- Understanding issues affecting key stakeholders. Proven experience of engagement with high profile internal and external stakeholders at the highest political (Parliamentary Under Secretary) and commercial levels; confident advising and challenging suppliers and colleagues at Board level

Areas of Expertise	
<ul style="list-style-type: none"> • Procurement • Project management • Purchasing management • Strategic sourcing & category management • Supplier selection and appraisal • Bid Management • Tendering • Negotiation • Supply chain analysis • Outsourcing • Contracts • Management & supplier development • Contract knowledge & drafting + sub-contract formulation & administration • Facilities Management - services Space Planning Relocation Management • Commercial / contract experience UK MoD + standard Terms & Conditions • Working knowledge of developing positive relationships with Directors at senior level • Considerable exposure to, and experience of OGC guidance and principals of programme and project management and procurement 	<ul style="list-style-type: none"> • Fully conversant with EU procurement directives. Thorough knowledge of EU procurement legislation / guidelines –open restricted, negotiated, competitive dialogue & experience in its application • E-business / E-procurement / E-tendering / E-auctions • Experience in tendering procedures, drafting and negotiating contracts and supplier relationship management • Bid management • Procurement strategy development & implementation • Planning & materials management • General management • Project management & programme management - PRINCE • IT procurement • E-business & e-procurement business solutions • Strategy management • Transition management • Materials and operations management • Risk management • Change management • People development – training • Business strategy • Interim management & consultancy • Business start-up • Company turnaround and relocation • Accomplished at using the full range of available software packages. (i.e. Microsoft Word, Excel, Power Point)
<p>Core Skills: Procurement; Supply Chain Management; Category Management; Purchasing Strategy,</p>	

Planning & Policy; Global Sourcing; Bid Management; Supplier Selection & Sourcing; Facilities Management; Supply Agreement, Drafting & Negotiation; Contract Management; Outsourcing; Change Management; Transition Management; Shared Services; EU procurement Legislation; Business Case Development; Financial Management & Control; Risk Management

Professional Experience (Interim / Contract Management Roles)

Crown Prosecution Service

Interim Contracts Manager

Aug 2008 – Present

- Manage a number of national, regional and local contracts to ensure they meet user needs
 - Support the Group Procurement Manager in conducting a strategic review of procurement in CPS
 - Preparation of a procurement sourcing strategy
 - Introduction of category management
 - Complete contract review of reprographics, photocopiers & in-house print management facilities
 - Contract manage from cradle to grave OJEU's for the following contracts
 - ITT office furniture (Mini-tender using Catalist framework)
 - ITT video transcriptions for vulnerable witnesses (OJEU Restricted procedure)
 - ITT to appoint receivers to meet the terms of Prevention of Crime Act (POCA) (OJEU Restricted procedure)
- Provide a customer focused Contract Management Service to CPS Client Areas
- Develop, implement, review and evaluate current and new working practices between CPS and its contractors
- Provide advice to management relating to issues and problems which arise on a day to day basis
- Monitor and evaluate service level agreements for performance of all contracts managed
- Chair regular meetings with all contractors to discuss their performance and future development aspects
- Develop and implement monitoring of Key Performance Indicators against Service Level Agreements
- Develop risk strategy – advising managing boards where appropriate
- Where applicable, lead procurements for replacement contracts or contracts to fulfil new requirements
- Communicate contract information within CPS by hosting regular meetings to share information and knowledge

Oxford Strategic Sourcing

June - September 2008

Position: Procurement Consultant

- Prepared briefing document and provided advice on the establishment of public sector procurement best practice principals following the accession of Lithuania to the EU in 2005
- Focussed on the procedural, ethical and cultural changes required for public sector procurement in to be compliant with EU public sector procurement legislation
- Facilitate public sector procurement convention
 - Seminar on EU procurement operating protocols and the consequences of non compliance
 - Q & A session with delegates

Digital Public LLP

August 2008

Position: Procurement Consultant

- Provided commercial advice and consultancy for the tendering process using “competitive dialogue” for a project for Department for Children, Schools & Families

Hitachi Consulting Ltd

July – August 2008

Position: Procurement Consultant

Participated in a diagnostic audit of Nationwide Building Society to set up a Managed Service Programme to outsource their temporary resource procurement processes for 1800 temporary staff – interim management, contractors and temporary workers; annual spend £80m per annum

- Gathered business requirements
- Compiled questions for a survey to client staff and analyse responses
- Interviews and workshops to establish the as-is and to-be processes
- Contributed procurement knowledge to assist in process mapping
- Assisted in the creation of a Maturity Model
- Provided feedback to client and input to the handover document in support of the ITT to be issued

Rural Payments Agency (part of Defra)

April – June 2008

Position: Interim Procurement Advisor

Member of the Project Team appointed to provide commercial support for the following:

- Printing & scanning currently completed in-house with hardware that is old, inefficient and liable to constant breakdown – supply unable to be guaranteed. Management decision to close down current in-house print and scan functions and outsource

- Review requirements for Materials Document Management project covering all the printing & scanning requirements of the RPA in the UK for cattle passports and SP5 documentation (principal document used by UK farmers to obtain subsidies under the EU Common Agriculture Policy (CAP))
- Prepare and complete market testing to identify potential suppliers
- Scope out business requirements working closely with other project stakeholders
- Draft Invitation to Tender (ITT) documents using OGC Catalist framework suppliers to outsource the printing and scanning requirements of the RPA in Reading, Newcastle & Workington & establishment of preferred supplier agreement(s) for these services previously completed in-house
- Participate in the negotiation of short term external contingency print supply support contracts pending completion of the MDM project and the closure of in-house operations

Department of Health (DoH)

Feb – March 2008

Position: Procurement Consultant

Working within the Care Services Efficiency Delivery (CSED) Programme of the DoH with links with Social Services:

- Supported the fast track set-up on a National Commissioning Board (NCB) for managing the community equipment and services market within England. NCB to be responsible for developing and maintaining a national catalogue, setting national product pricing (tariffs), handling and transaction fees through to transaction processing (e.g. invoice checking & forwarding) to be managed by the DoH or by another public sector organisation
- Prepared a draft organisation structure and Statement of Requirements for the establishment of a National Commissioning Body (NCB) and functional roles within it
- Prepared a strategy document for the achievement of this
- Assessed potential government frameworks (e.g. Catalist) with a view to undertaking a mini competition for transactional aspects
- Prepared an Action Plan for the transactional processing elements using the “open” procedure” should there be no appropriate Catalist framework agreement available to the transactional business needs of the NCB & which could be performed by a private sector organisation
- Developed appropriate competition / tender documentation in accordance with EU procurement regulations
- Developed the Business Case and application for funding for the establishment of an National Commissioning Board within the DoH

NHBC (National House Building Council)

Aug – Dec 2007

Business: The standard setting body and leading warranty and insurance providers for new homes in the UK. More than 80% of new homes built in the UK are registered with NHBC.

Position: Interim Group Procurement Manager

Duties:

- Prepared Procurement Strategy & Implementation Plan focused around a centralised procurement capability with a clear indication of where savings can be achieved
- Preparation of a Procurement Manual and operating protocols for the introduction of world class procurement methodology (processes and procedures) throughout the organisation
- Consulted with all business areas to ensure their buy-in and support to the above and gain their agreement to using them
- Defined the requirements for monthly reporting to support regular performance assessment against target savings identified as part of the procurement strategy
- Made recommendations on the organisation structure for a new Centralised Procurement Dept to be established within NHBC
- Provided ad hoc support to Senior Management on all commercial issues

Provided operational support for the following strategic projects:

- Review of Facilities Management for all business locations in UK
- Review of temporary / agency staff
- Review of all hardware & software requirements
- Fleet management outsourcing to a third party

RESEARCH COUNCIL

Jan – 31 May 2007

Business: Support of Research in the UK to maintain the UK's position as a technology and science innovator with an annual grants revenue of £2,800 million per annum

Position: Interim IT Procurement adviser to the Shared Services Team responsible for the procurement of a Systems Integrator (SI) to support the introduction of a Shared Service Centre by Dec 2009.

Duties

Led the procurement process to purchase an IT Systems Integrator for a single Shared Services Centre encompassing within its scope, HR, Finance, Procurement and IT using the OJEU "competitive dialogue process".

- Hands on role, responsible for creating the Procurement Plan, the Sourcing Plan, the Sourcing Strategy and commercial principles
- Provided commercial, contract & procurement expertise and advice to the Shared Services team

- Established strong and effective working relationships with key stakeholders and all business functions
- Ensured that effective communication channels with all stakeholders were maintained
- Worked with internal staff and external consultants to ensure effective delivery of project
- Contributed to regular reports on project progress and risk management
- Encouraged a climate that sees process changes as positive and necessary
- Preparation of the following draft documents: Invitation to Participate in Competitive Dialogue, Invitation to Submit Final Tenders + Contract & SLA
- Provided appropriate commercial advice to all members of the Shared Services project team and other Managers with the Research Council as appropriate
- Developed a robust negotiation and evaluation strategy and saw through the implications to the Project Board
- Chaired Bidder clarification / negotiation meetings
- Maintained an audit file system for all papers arising from the actions and activities of the Tender Assessment Panel

**FOREIGN & COMMONWEALTH OFFICE, (FCO) Whitehall, London
May 2005 - Dec 2006**

Business:

The FCO is a Central Gov. Dept and is responsible for promoting the national interests of the United Kingdom and for the protection of British citizens abroad with a network of over 220 Diplomatic Posts world wide. To do this it:

- Develops and delivers the Government's international policies
- Identifies & influences developments overseas which affect the UK
- Provides, consular, visa and commercial services to British nationals and others

Position: *Interim Strategic Sourcing Manager*

Duties

- Prepared a strategic management report with recommendations for the future strategic direction of procurement within the FCO.
- Developed, managed and implemented strategic and operational plans for the whole of the FCO in line with business and procurement objectives (annual turnover £1,500m).
- Contributed fully to the organisations commercial development, business improvement and implementation of corporate objectives
- Identified improvements in contract practices for service delivery and to disseminate best practice, ensuring that it is consistent with the Departmental and Government policy, procedures and guidelines
- Provided wide-ranging procurement and contractual advice and guidance to staff at all levels across the FCO
- Provided commercial advice and management support on high value or complex procurements and negotiations and liaising at senior levels within the FCO and other OGD's. Resolve complex contract negotiations and handled matters which were novel or contentious

- Assisted Account & Project Managers to manage the contractual aspects of a range of business projects ensuring their successful planning, negotiation, management, delivery and evaluation
- Evaluated procurement options and produce detailed procurement strategies for each project.
- Assisted in the drafting of all relevant procurement documentation including PQQ's, ITTs, evaluation matrices etc.
- Created and implemented new policies and programmes across different Directorates to support the achievement of world class performance and best-class procurement
- Analysed supply markets to rationalise the supplier base, optimise the procurement of goods and services.
- Achieved commodity group savings by aggregating demand, leveraging the customer base, ensuring competitive supply agreements, strategically managing key suppliers, establishing best practice, and achieving efficiency targets
- Prioritised areas of Strategic Sourcing based on commercial opportunity and risk.
- Ensured that sourcing strategies were implemented and identified benefits were achieved.
- Provided strategic expertise and guidance on commercial / procurement issues to senior colleagues, Board members and key external stakeholders.
- Encouraged and facilitated the use of e-business and e-procurement / e-tendering
- Liaised with other Government Departments (OGD's), suppliers and other stakeholders to obtain commercial data and assess current levels of supply and demand (used PRISM)
- Set-up teams of category experts and established "Centres of Excellence" to collaborate on procurement.
- Represented the FCO at senior professional groups including the Customer Programme Board Meeting (senior management group managed by OGC Buying Solutions, to discuss commercial issues with other Central Government committee stakeholder groups arising from the replacement of G-Cat & S-Cat framework agreements by Catalist in 2006

Other Activities:

FM Outsourcing at Post

- Undertook a world-wide review of FM at Post
- Identified commercial savings & non-financial benefits
- Presented findings to the Parliamentary Under Secretary (PUS)
- Produced second management paper to validate savings identified; prepared Business Case which included an Action Plan for a 10 year rolling programme of outsourcing using "hub and spoke" methodology

Biometric Visas & Passports

- Provided assistance to the Consular Directorate in writing a top level Procurement Strategy for the biometric passports overseas
- Established links with UK Visas and the Identity and UK Passport Service to identify areas of opportunity to collaborate and aggregate demand and in-build into the procurement strategy as mandatory actions for all

Crisis Management & Traveller Registration

- Led the commercial review process using the OJEU restricted negotiated tendering procedure.
- This became an operational “hands on” role given the lack of commercial knowledge by project team members or available supporting resource from the Contracts Dept of the FCO, on the OJEU tendering operating protocols and lack of available internal resource to manage this process
- Responsible for ensuring all appropriate OJEU procedures were complied with including managing and personally responding to ITT queries from companies short-listed to tender. For nearly 5 months this activity took up approximately 80% of my time given the urgent need for this project to meet the scheduled “go-live” date

British Council & DIFD

- Identified commercial opportunities for overseas collaboration where there was co-location of premises with the FCO
- Above initiative linked into the Shared Services project that was being inaugurated by the FCO in 2007

DLO (Defence Logistics Organisation)

Feb 2005 to Apr 2005

Business: Provision of logistical management support activities to the Army, Royal Air force & Royal Navy in the field of operation

Position: *Interim Contract Service Manager*

Reporting Structure

Reported to Head of CSMS (Customer Service Management Section)

Contract Service Management of the JAMES 1 (Joint Asset Management & Engineering System) application

Job purpose: Effective day to day provision of commercial expertise to support the DII (Defence Information Infrastructure) IT asset management logistics Contract for the JAMES 1 project

Internal relationships: Project team

External relationships: Commercial & contract staff; principal contractor and sub-suppliers / service providers

Duties:

- Effective day to day provision of commercial expertise to support the DII (Defence Information Infrastructure)
- IT asset management
- Liaised with external commercial and contract staff, suppliers and service providers
- Communicate with in-house technical, financial, HR, Royal Logistical Organisation military personnel and other staff as appropriate
- Provided day to day commercial / contract support for new bids
- Formulated, agreed, maintained and review SLA's with suppliers
- Produced commercial assessments of the acceptability and variations to contract
- Contract & sub-contract management & administration activities

ATL

Sept 2004 – Jan 2005

Business: Manufacturer of military vehicles for the MoD

Position: *Interim Purchasing Manager*

Duties:

- Accountable for purchasing budget £30+ million
- Reviewed current purchasing practices and operations; restructure purchasing dept
- Contract management, tender process, contract drafting & supplier management
- Vendor sourcing and selection to reduce costs and improve service levels
- Led annual reviews with suppliers working to NATO & MoD Terms & Conditions of Contract
- Developed & managed contracts to meet changing business requirements, ensuring value for money and optimum quality
- Created a continuous improvement culture, devised, maintained and reviewed SLA's and KPI's
- Identified supply chain risks & introduced risk mitigation plans
- Developed inventory management strategies aimed at achieving zero stock-outs
- Worked with Production Planning (MRP, Kan-ban & JIT)

HOME OFFICE, IND

Apr – July 2004

Business: Central Government Dept

Position: *Interim Contract Manager*

Duties

- This was a short term assignment where I managed variations to high value contracts for 4 UK detention centres
- Ensured appropriate Home Office NOC (Notification of Change) procedures were complied with for a range of services from cleaning, security guarding, catering, education, medical services, building maintenance and contract labour
- Managed legal and commercial matters in respect of UK Immigration Services detention related contracts with emphasis on contractual compliance to service governance arrangements on planning, reporting and change control
- Produced responses to RFQ's including the provision of commercial & contractual expertise re any Variations to Contract to be issued
- Produced commercial assessments of the acceptability and variations to contract
- Managed annual price uplifts for contractual amendments and wrote briefing papers for Ministers where appropriate
- Maintained, controlled and updated contractual documentation

SAVE THE CHILDREN FUND

Dec 2002 – Apr 2004

Business: Leading UK & international aid and development charity

Position: *UK Procurement Manager (Contract)*

Duties:

- Developed and implemented a national procurement strategy to maximise efficiency and cost effectiveness for contracts worth £50m+ a year
- In conjunction with the UK's Charities Buying Consortium, sourced a range of homogeneous goods and services to maximise leverage opportunities to achieve best value

Outsourcing

- Lead the tender review for the outsourcing of the Income Fulfilment Project. Identified and implemented a robust SLA with one service provider to manage the collection and processing of all financial donations received from a variety of income sources, private, public, institutions

Shops

- Participated in the review process to appoint a design consultancy to update all the interiors of the Organisation's many shops across the UK. Responsible for the negotiation and provision of contracts for building services and shop fitting components

Ethical Procurement

- Prepared the Ethical Procurement Policy for the procurement of goods and services

Facilities Management

- Working party member reviewing facilities management and health and safety issues relating to the closure of the SCFUK Camberwell & Vauxhall offices and the move to a new consolidated Central London office in Farringdon in April 2004

Commercial Projects

- Strategic supplies for disaster relief. Worked in conjunction with other international charities on the logistical management and provision of humanitarian aid to Iraq and Afghanistan – wheat, tractors, satellite telephones, chartering of aircraft to deliver aid
- Travel, printing, freight forwarding, postal charges, contract labour, office stationery, fleet management and utilities provision

AEROPIA UK LTD

June – Nov. 2002

Business: Providers of added value distribution services to the aerospace and defence industries (i.e. British Airways, BAE Systems, rolls Royce, MoD & NATO).

Position: *Interim Purchasing Manager*

Duties:

- Reviewed, improved and managed purchasing and material control for major commercial and defence airline clients (e.g. British Airways, BAE Airways, Rolls Royce, MoD, NATO)

- Completed a process map review of the purchasing and warehouse functions and introduce changes in working practices to streamline the process and reduce errors
- Managed a budgetary and inventory control team, responsible for 10,000 stock items

RYOBI TECHNOLOGIES

Feb – June 2002

Business: Manufacturers & importers of DIY equipment

Position: *Interim Purchasing Manager*

Duties:

- Set up procedures for purchasing, import and stock control
- Managed and co-ordinated the change to a new distribution service provider in the UK
- Reviewed warehouse logistics providers and managed the change process to a new service provider
- Prepared Purchase Orders for suppliers in the Far East, USA & Europe including the preparation of Letters of Credit and Bills of Exchange
- Managed stock and maintained an overview of max-min levels and re-order points
- Negotiated with suppliers and freight forwarders to drive down costs
- Maintained liaison with Directors regarding sales forecasts and latest price data

NOVARTIS PHARMACEUTICALS

Jan – Dec 2001

Business: Pharmaceutical manufacturers

Position: *Head of UK Purchasing*

Duties

- Responsible for 6 UK sites with an annual purchasing spend of £220M & management of the Purchasing Dept. consisting of 26 subordinates located throughout the UK
- Identified commercial synergies across business groups; devised strategies to achieve cost reduction and improved management of the supply chain
 - Reviewed range of current contracts / supply agreements in place and identify and prioritise opportunities to achieve “quick wins”
 - Recommend the introduction of category management in the UK
 - Reviewed current supplier data base – consolidate / rationalise existing supplier data base and establish a number of preferred supplier agreements
- Established national and international purchasing networks with other Novartis procurements depts. located in Europe and in their worldwide HQ in Basel, Switzerland
- Led the UK Purchasing Council – a forum set up to review procurement best practice methodologies
- Facilitated the initiation of e-commerce and e-procurement business solutions (SAP)
- Completed UK organisational review and skills audit of the Purchasing function

ADURONET LTD**Oct – Dec 2000****Business:** Communications service provider to business**Position:** *Interim IT Contracts Manager***Duties**

- Pending the arrival of a permanent Manager, acted as IT Contracts Purchasing Manager responsible for contract negotiation and tenders for supply, installation and maintenance of Cisco routers; contracts for Oracle database licence for production support; Netscient asset management capacity planning tool; Vantive customer relationship manager and Geneva billing system
- Negotiated travel and facilities management contracts and establish robust purchasing procedures for this new IT dot com communication company
- Tender review committee member for appraising alternative e-business solutions: PeopleSoft & MYSAP
- Commercial appraisal for alternative sources of company financial funding
- Drafted the Purchasing Policy and oversaw its introduction for this new dot com venture.

ABBEY NATIONAL BANK**Jan – Aug 2000****Business:** High street bank**Position:** *Customer Relationship Manager***Duties:**

- Co-author of the Procurement Policy Manual
- Purchased marketing services (£30 million per annum spend)
- Customer & staff TV media advertising channels
- Store & window redesign (design & building works)
- Creative agencies (advertising)
- Media services (TV & PR)
- E-commerce on line banking facility project launching remote channel bank, intranet/intranet sites and on-line products (Cahoot)
- Travel & IT projects

SR COMMUNICATIONS LTD, LONDON**July – Dec 1999****Business:** Direct mail manufacturer & service provider**Position:** *Purchasing Consultant*

- Completed purchasing review to identify cost saving opportunities + devise Action Plan for their achievement
- Made recommendations for the restructuring of purchasing including the introduction of centralised purchasing

- Prepared purchasing strategies for the top three spend categories
- Working party member to appraise the requirements of the new MIS system & relocation of parts of the business from London to a green field site in the Midlands

NSPCC, LONDON

March – May 1999

Business: Leading UK children’s charity

Role: *Interim Purchasing Manager* for England, Wales and Northern Ireland, pending recruitment of permanent Manager

Duties:

- Reviewed major utility and service contracts for company cars, gas and electricity, office consumables
- Purchased all marketing services for the “Full Stop” campaign to end child cruelty by 2020

THE LAW SOCIETY, LONDON

Nov 1998 – Feb 1999

Business: Managing professional society for UK solicitors

Position: *Purchasing Consultant*

Duties:

- Reviewed all Law Society expenditure at its London, Redditch, Leamington Spa offices and made recommendations and prepared an Implementation Plan for achieving cost reduction and highlighted the resources, training and changes required in working practices

HAVELOCK EUROPA

Sept – Oct 1998

Business: UK market leader in the design, manufacture and installation of large scale retail interiors and point of sale material

Position: *Interim Purchasing Manager*

Duties

- Acted as Interim Purchasing Manager pending the arrival in post of a new Purchasing Manager
- Completed an audit of the people, processes and systems in use at their Purchasing Depts. of their manufacturing facilities in Edinburgh & Nottingham
- Completed an evaluation of their Cimpac MRP system to highlight software deficiencies for correction and issue recommendations for its re-introduction

MEDISPORT INTERNATIONAL LTD

Nov 1997 – Aug 1998

Business: Manufacturer & importer of sports & sports injuries products

Position: *European Purchasing Manager* for a manufacturer of sports injuries / healthcare products

Achievements

- Supervised the transfer of the entire global production of the Vulkan brand to a new manufacturer with a net cost reduction of 22.5%
- Re-structured the UK business and managed the closure of the UK Leicester Sales Office and Warehouse

CAREER HISTORY (Salaried / Full-Time Roles)

UNIVERSAL FLAVOURS LTD

July 1995 – Oct 1997

Business: Nature identical and artificial flavours manufacturers for the food and drinks industries. Essential oils. Natural extracts. Fruit juice concentrates. Speciality ingredients for the ice cream and dairy industries.

Position: Purchasing Director, Northern Europe

THE CIVIL SERVICE COLLEGE

July 1993 – June 1995

Business: Principal UK Government training centre for the Civil Service

Position: Course Director for Purchasing and Supply

Duties:

- Course Director responsible for teaching technical competence and skills to Civil Servants working in the procurement depts. of Central Gov depts.
- Designed and presented a range of courses for senior and middle managers

SMITHKLINE BEECHAM

Dec 1988 – June 1993

Business: FMCG, drinks & healthcare manufacturers

Position: Purchasing Manager

Duties:

Originally based at their toiletries factory in Maidenhead, Berkshire. Responsible for:

- Direct control of raw materials and packaging £13,5 million
- Liaison with marketing / product design on the introduction of and design of new products from initial marketing conception to final market delivery
- Concurred with production control on the scheduling of components to meet production requirements on a JIT basis to keep 48 production lines running
- Supervision of 2 Senior Buyers and 1 Buyer

- Promoted to Purchasing Manager and relocated to the SmithKline Beecham HQ, Brentford in Dec 1989. Responsible for:
- Negotiation of contracts totalling £23.5 million for packaging and raw materials for 5 UK factories with 39 suppliers
- Review of purchasing for the introduction of centralised purchasing on a Pan European basis for implementation in 1992/93
- Pan European collaborative purchasing of corrugated and strategic raw materials for SB Consumer Brands and Pharmaceuticals applying techniques of portfolio analysis and supplier rationalisation/consolidation
- Awarded Top Purchasing Manager in the world for SmithKline Beecham in 1992 (the first) following the merger between SmithKline Beckman and Beecham

EDUCATION AND QUALIFICATIONS

BA in Economics and Third World Studies

HND Business Studies

OND Business Studies

Professional Memberships

Chartered Institute of Purchasing & Supply

Chartered Management Institution (previously the Institute of Industrial Managers – the accredited qualification for Operations Managers)

Member Institute of Management Consultancy

Associate Member British Institute of Facilities Management

Member Institute of Directors

Additional Personal Information

Status: Married

Driving Licence: Full & Clean

References: Available on request