



POSITION PROFILE

Head of
Procurement



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For 150 years, the Dobbies name has stood for quality horticulture. During this time Dobbies have been proud to provide the very best products and expert advice to gardeners throughout the UK.

Today Dobbies is the UK's largest Garden Centre retailer with stores across Scotland, England and Northern Ireland. Naturally, Dobbies has one of the biggest and best ranges of quality plants and gardening equipment around. Dobbies currently have 77 stores across the UK, the majority of which are the well-known garden centre format encompassing our plants and gardening, home and food ranges, restaurants, and in some locations, soft play areas. Dobbies also have concessions partner stores in most locations that complement the brand. Six of the Dobbies stores are little dobbies, which is a concept launched in 2019 with the opening of a smaller format store in Stockbridge, Edinburgh with others following in Bristol and London. This format store offers a miniature garden centre and gifting range in city centre locations.

Gardening remains one of the most resilient and fastest-growing segments within the broader UK Retail sector. As a private equity-backed business, Dobbies have doubled their garden centre estate in the last three years and have plans to sustain this going forward through both organic growth and further acquisitions. With over 3,900 employees, this is an exciting and vibrant place to work.

Turnover:

2022- £338m

2021 - £216m

Employee count:

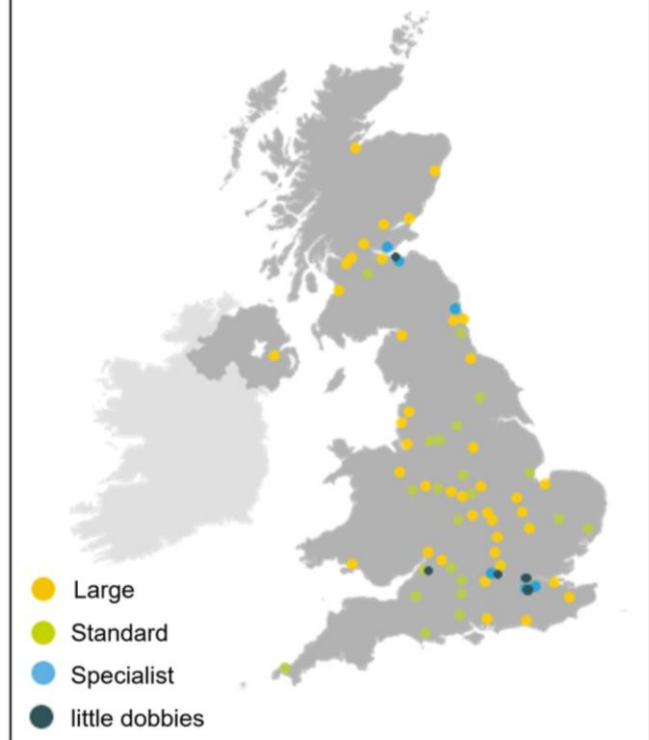
3,900

Stores:

77 stores across the UK

Centres by classification

71 mainline + six little dobbies





Job Title:	Head of Procurement
Reports to:	Debbie Harding– Chief People & Corporate Officer
Location:	Lasswade, Edinburgh (hybrid working available)

Dobbies Garden Centres are seeking to recruit a Head of Procurement. The Head of Procurement will lead all procurement activities for Dobbies, developing and implementing commercial sourcing strategies, delivering value for money, applying excellent commercial acumen and ensuring cost reduction across multiple GNFR categories. Developing excellent internal and external stakeholder relationships will be key to success in this position.

Key Responsibilities:

- Develop excellent and effective collaborative relationships with key stakeholders and external providers to ensure strategic and operational needs are fully understood and incorporated
- Deliver and identify further opportunities for cost saving and/or added value
- Achieve agile and effective purchasing, ensuring value for money and best in class service
- Collaborate with colleagues to support key supplier performance reviews and build business capability
- Build strong relationships with suppliers, with the objective of reducing costs
- Maintain governance and processes across all procurement and contract management, including a centralised GNFR contract database
- Carry out periodic cost reviews across all GNFR/Restaurant spend
- In conjunction with legal and finance, mitigate risks to the business and ensure regulatory compliance where required
- Lead the development and implementation of procurement processes to support tendering, contracts management, spend analytics and supplier performance management
- Constructively challenge costs, decisions and proposals to obtain the best outcome
- Providing regular reports to SLT demonstrating reduction of costs as well as future opportunities

Systems:

- Microsoft Word, PowerPoint, and Excel
- Power BI
- Zonal
- D365
- Aquire



Key Attributes:

- Excellent negotiation and organisational skills with strong attention to detail
- Highly numerate and analytical
- Self motivated, focused and results-oriented
- Proactive approach with Project Management experience
- Strong planning, prioritisation, presentation, and problem-solving skills.
- Comfortable managing multiple tasks with tight deadlines
- Strong interpersonal skills, building strong relationships across the business
- Managerial experience in a GNFR procurement role (retail desirable)

You're making a great impact when...

- Strong relationships are built and sustained with suppliers and internal stakeholders
- Cost savings are achieved across business whilst maintaining quality of product and service



**Salary:**

Attractive package commensurate with background and experience required for the role

Further Benefits:

Employee discount, including their retail discounts platform (separate from the Dobbies discount), discretionary bonus, study assistance allowance, access to well-being provider, private medical cover, income protection. Full details available upon request.

The Recruitment Process:



Rachel Sim, Lead Consultant

T: 07880 032 803

E: rachelsim@livingstonjames.com

- The search and selection process of this assignment is being managed by advising consultant, **Rachel Sim**
- Selected professionals will then be invited to interview with selected shareholders and stakeholders
- All third-party applications, enquiries and direct approaches to Dobbies will be referred to Livingston James