



Soft Skills Top Tips

Procurement teams

Introduction

Managing a procurement team requires strong leadership skills and the ability to set up and maintain a relevant procurement team structure. To manage a team and relevant stakeholders requires excellent communication, and people management skills. .

Use these top tips to ensure you utilise the soft skills required to build and manage a strong procurement team.

- ☐ Understand what the corporate objectives are
- ☐ What is Procurement's role and how does it fit in to the corporate strategy?
- ☐ What does the top level interface look like?
- ☐ What is the relationship with the board?
- ☐ Is Procurement represented on the board?
- ☐ Is there a delta between what prevails and what is required?
- ☐ Who does the Head of Procurement report to currently?
- ☐ Once corporate objectives are set, the role of Procurement needs to be understood
- ☐ Should there be a central or fragmented approach?
- ☐ Ensure training is provided for all Procurement teams
- ☐ Decide the relationship between Procurement and Supply Chain is right for the business
- ☐ KPI's must be relevant, manageable and budgeted
- ☐ KPI's must mean something to the business, and drive activity
- ☐ Review traditional price, quality, time and quantity, KPI's, number of suppliers etc.
- ☐ Review Value-Engineering and Value-Analysis capability
- ☐ Look at revenue-flow, margin-generation, inventory-on-hand, stock-turn, innovation, new products, opening and closing sales, concept-to-market timeline, currency and commodity prices
- ☐ Look at suppliers financial strength and the ability to innovate
- ☐ Make sure that objectives are SMART and budgeted

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