

## Job Description

**Title:** Herb Sourcing Manager

**Reporting to:** Head of Procurement

### Main Objective:

The main objective of this role is to source the herbal raw materials needed to supply Pukka's growth, ensuring optimal balance between our quality standards, sustainability and ethical values within the right commercial framework for mutual success.

Look forward to secure long term supply and 'fuel' our herbal product innovation:

- Develop capability of Pukka's existing herbal suppliers.
- Discover, evaluate and nurture new herb suppliers/products and guide their adoption of our standards and values to become a Pukka partner
- Influence internal and external stakeholders to align on the best paths for Pukka
- Interpret and communicate long-term supply chain challenges and opportunities, to engage technical, supply chain and commercial colleagues.

**Liaison with:** QC department  
Herbal Department  
Finance Department  
Supply Chain  
Sustainability manager

## Key Responsibilities

### Main responsibilities

- Develop strong relationships with new and existing suppliers to support the ever-increasing demand of herbal raw materials, delivering Pukka's growth.
- Ensure that the Pukka's quality requirements are achieved in line with our specifications, while maintain costs within the agreed parameters.
- Document sources and technical findings to maintain an extensive supplier portfolio, supporting the Herb byer and Head of Procurement.
- Liaison with our partners in the development of overseas sustainability projects and the improvement of Organic and Good Agricultural Collection Practices. Carry out overseas visits as required to facilitate this.
- Lead the implementation of Fair Trade, Fair for Life and Fair Wild standards within our supplier base, supporting the delivery of Pukka's sustainability goals.

- Technical support to Customer Services and Marketing teams in relation to ingredient source and processes.
- Anticipate, respond and resolve material shortages and surpluses in support of supply chain colleagues.
- Manage supplier performance and KPIs
- Facilitate decision-making and long-term strategy of the use of the Fair premium.
- Facilitate implementation of environmental projects within supply chain through use of 1% for the planet funds.
- Work with Pukka Sustainability Manager to implement sustainability objectives within supply chain (e.g. carbon insetting, water conservation etc.); integrate into Fair premiums where possible.
- Assisting with developing best practice purchasing methods to suit business needs
- Develop and negotiate initiatives to improve sourcing results such as cost reduction, herb quality improvement, stock management and lead time reduction etc
- Work with Supply Chain team to develop and maintain our existing and new ERP systems on an ongoing basis to support and improve data quality

## General

- To champion Pukka's Mission, Aims, Objectives and Values.
- To participate in Pukka's Appraisal process ensuring own personal development and contributing to the overall performance of the People team.
- To ensure equality of opportunity is maintained and respected at all times in accordance with the appropriate policies and procedures.
- To work co-operatively with colleagues across Pukka.
- To comply with the statutory provisions of the Health and Safety at Work Act 1974.
- To actively participate in opportunities to communicate within Pukka including attending team meetings.
- To make full use of technology for all appropriate tasks.
- To demonstrate a willingness to work flexibly with others to respond to needs of an evolving organisation.
- To ensure that confidentiality is respected and maintained at all times.
- To perform any other duties as directed by management.

*This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with management.*

## Person Specification

### Qualifications

- BSc, MSc or equivalent knowledge of **agronomy, horticulture** or related scientific discipline.

### Knowledge & Experience

- Project management and field experience of (organic) plant cultivation/wild harvesting and drying techniques in an international setting.
- Sourcing/buying experience gained within food or herbal industry in an international arena.
- Understanding of quality systems including the principles of GACP, GMP and certification programmes (Organic, Fairtrade, Fair for Life and Fair Wild).
- Commercial experience of working alongside a supply chain and product development teams to achieve seamless continuity.
- Acumen in researching market information and in relating technical data to commercial outcomes.
- Sensitivity on cultural differences
- Line management experience
- Basic computer skills

### Personal Attributes

- Dynamic approach to problem solving
- Highly numerical and analytical
- Passion for herbs and plants, herbal medicine and health
- Willingness to develop within the team, open to change
- Attention to detail
- Persistent, resilient and determined
- Good team player
- Common sense and good judgement
- Able to work at pace in a changing environment

### Job Terms

Salary	£40,000 - £45,000 further flexibility depending on experience
Hours	37.5 h/week



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Location	Hawkfield Business Park, Bristol, BS14 0BY. Some degree of international travel will be required. Moving to The Herb House, Chocolate Factory, Cross Street/Somerdale Road, Keynsham, BS31 2AU in Spring 2018
Holiday	24 days holiday (rising by 1 day for each complete year of service, up to 28 days) plus bank holidays
Benefits	Pukka tea to drink during working time. Pension, Range of staff welfare benefits (product allowance and discount, complementary health) Personal and professional development, free parking.