**ROLE PROFILE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role Title** | **Senior Wine Buyer** | **Location** | **London/Bristol/Glasgow/Home/Office** |
| **Business Unit** | **C&C** | **Job Family** | **Commercial** |
| **Reports to Role Title** | **Wine Buying Director** | **Sub Family** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.Direct Reports** | **2** | **Channel** | **On & Off Trade** |
| **No.Locations** |  | **Financial** | **£x P&L** |
| **Business Unit Respons.** | **TCB, Bib, PLB, MCW, W&W, D2S** | **Other** |  |

|  |
| --- |
| **Purpose** |
| This role forms a key part of a high performing Commercial team responsible for supporting all parts of the C&C business - Matthew Clark, Bibendum, Bibendum Off Trade, Walker & Wodehouse and Tennent’s. The responsibilities for the team are to manage and develop our wine supply base ensuring market-leading wine quality, price and innovation, and ways of working across the GB On and Off Trade.  Accountable for the selection and sourcing of wine, negotiating cost pricing and managing the category of suppliers from a specific region and/or country, ensuring alignment with business strategy. Key to this role is the commercial performance of every sku and supplier to service all On and Off Trade requirements.  Clear ownership of all commercials, sales performance and supplier income, including funding support, is integral to the success of the role with the objective to improve both sales and margin in line with business targets  The Senior Wine Buyer will have some reports with responsibility for managing their performance and development. |
| **CORE ACCOUNTABILITIES** |
| * Responsible for selecting a portfolio of wines within allocated regions and countries. * Accountable for the negotiation of all supplier terms and contracts, including price and marketing support. * Ensuring supplier aligns with standard Group Payment Terms within escalating to Wine Buying Director where necessary. * Own the relationship with suppliers, holding regular reviews to ensure defined service, plans, and quality is delivered, and we are maximising the potential of each supplier we work with. * Collaborate with the sales teams to launch new wines, supporting the sales journey and providing education to ensure optimal customer proposition. * Host wine tastings for suppliers, sales team and customers where required. * Collaborate with Category team to regularly review the supplier strategy and benchmark performance against competitors and external market. * Conduct competitor reviews and tastings for all channels to ensure we deliver the highest possible quality at all times. * Ability to blend wines in order to produce the best product for a specific price point, quality level or defined market aligned with Technical team’s objectives and protocols. * Accountable for range changes (new products, delisted lines) ensuring that overstocks are managed effectively through the supply chain. * Analyse and report on category performance to key stakeholders, identifying risks, opportunities and proposals. * As a subject matter expert both internally and externally, provide inspiration, education and training as required. * Build and maintain networks both internally and externally keeping abreast of trends. Represent the organisation with trade and industry bodies including participation at external tastings. * Travel required to buying regions to develop current and future business relastionships. * Responsibility for some direct reports ensuring there are clear performance measures and personal development opportunities for them. * Key part of the senior wine team working with the wine buying director to help implement our wine strategy with the wider team/s. * Carry out requirements of the role adhering to all company policies and procedures including the Bribery Act. |
| **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE** |
| **Internal:**  Buying Co-ordinators  Sales teams  Wine Agency Marketing  Marketing  Supply Chain & Logistics  Finance  **External:**  Trade and industry bodies  Suppliers  Customers |
| **KNOWLEDGE/ EXPERIENCE/ SKILLS** |
| **ESSENTIAL:**   * Experienced buyer – preferably with experience buying across different regions. The role being replaced had responsibility for buying Italy. * Experienced negotiator. * Commercial awareness of the Drinks On and Off trade. * Blending experience. * Commercial Palate. * Experience influencing across a wide range of stakeholders. * Experience and networked within the wine industry. * Experience in building wine ranges. * Numeracy skills. * Management skills.   **PREFERRED:**   * Languages |
| **PROFESSIONAL QUALIFICATIONS & EDUCATION** |
| **ESSENTIAL:**   * WSET Diploma or equivalent experience in the trade * Degree educated or equivalent education / experience |
| **TECHNICAL/ BEHAVIOURAL/ PERSONAL COMPETENCIES** |
| **Competent computer skills – Excel, Microsoft Office**  **Attention to detail combined with the ability to see the wider picture**  **Self starter, able to work independantly and as part of a team**  **Collaborative and personable approach** |

Back Office Use only:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Code** |  | **Reward Level** |  | **TW Grade** |  |
| **Salary Survey Ref** |  | **Career Level** |  | **Date Created** |  |
| **Salary Min** |  | **Salary Mid** |  | **Salary Max** |  |