



## JOB DESCRIPTION

<b>Job title</b>
Supply Chain Engagement Coordinator
<b>Name of person or job role reporting to</b>
Supply Chain Manager, Central Function
<b>Main Purpose of the Job</b>
Sitting within a central function this role will be predominantly focussed on supply chain engagement and supply chain reporting.
<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• Supporting the development and implementation of a coordinated supply chain engagement plan, on topics such as social value, Sustainability, Equity, Diversity &amp; Inclusion</li><li>• Data management and data cleansing</li><li>• Developing surveys, analysing data and preparing reports, and identifying improvement opportunities</li><li>• Communicating with suppliers to assist them registering on RSKs Supplier Portal</li><li>• Supporting with Supply Chain Reporting</li><li>• Supporting in arranging meetings, workshops and engagement events required to support the supply chain engagement plan</li><li>• Working with other members of the Procurement team collaborating across functions and various RSK business units</li><li>• Understanding and helping to maximise the value of our third-party partners, Achilles and the Supply Chain Sustainability School</li><li>• Maintaining and updating master trackers</li></ul>
<b>Qualifications/Experience/Person Specification</b>
<ul style="list-style-type: none"><li>• A Level or equivalent</li><li>• Experience of coordinating events and projects</li><li>• Demonstrable customer relationship skills</li><li>• Knowledge of construction/sustainability/procurement training would be advantageous</li><li>• Experience of working in a small team demonstrating willingness to support colleagues and contribute to wider RSK initiatives.</li></ul>
<b>Competencies</b>
<ul style="list-style-type: none"><li>• Strong communication skills – both written and verbal</li><li>• Time management skills</li><li>• Organisational skills</li><li>• Keen eye with attention to detail and ability to close out tasks</li><li>• Proficient with MS Office</li><li>• Ability to multitask and prioritise workload</li></ul>



<ul style="list-style-type: none"><li>• Ability to work independently</li><li>• Ability to analyse information and produce reports</li></ul>
<b>Key Relationships</b>
<ul style="list-style-type: none"><li>• Wider RSK Group commercial team</li><li>• Wider RSK Group procurement team</li><li>• Legal Team</li><li>• Supply chain partners</li><li>• Various Finance teams</li><li>• Various Delivery teams</li></ul>
<p>I hereby agree that I have read and understood the job description.</p> <p>Signed _____ Date _____</p> <p>Name _____</p>