

Hargreaves Lansdown, Role Profile and Person Specification

Role Profile

Job Title: Procurement Manager	Hours of Work: 9am to 5.30pm
Salary: Earn up to £50,000	Reporting To: Group Operations Manager

Summary:

Hargreaves Lansdown is the largest ISA and Pensions broker in the UK. Stockbroking, Fund Management, Execution Only Pension and ISA investments and bespoke financial advice are just a few of services that we provide to our clients.

With a purpose built 100,000 sqft office in Bristol, and all of the other associated trappings of a business of this size, we partner with hundreds of companies to assist us with our operations.

This role requires someone to manage our procurement.

You will work with key stakeholders in the business to ensure that we continue to procure goods and services at the very best rates and maximise cost savings and spend from existing services.

This is a companywide role; from IT hardware to energy, from postal providers to insurance, the vast majority of commercial arrangements will be within your remit to assess, to challenge and to improve.

Key Duties & Responsibilities

- Maintain key Procurement Register;
- Assess, challenge and improve commercial contract terms;
- Oversee/drive/implement and control procurement procedures across the company;
- Meet with key individuals to understand commercial terms and improve where possible;
- Both assist managers and play a key part, where required, in negotiating or re-negotiating new and existing contracts;
- Communicate key commercial improvements and status of contracts, in terms of renewal dates and similar, to senior management;
- Work alongside the Legal team to ensure that contracts reflect the commercial terms agreed during negotiation and that the best possible position for the company is obtained.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - University graduate or equivalent - Relevant professional qualifications 	<ul style="list-style-type: none"> - CIPS qualified - Other relevant procurement qualifications
Knowledge	<ul style="list-style-type: none"> - Strategic procurement/tender projects - Advanced procurement strategies and processes - Licensing Agreements - Negotiations at all stages of commercial deals - Operational objectives 	<ul style="list-style-type: none"> - Some knowledge of commercial contracts would be beneficial, however the position will not include contract drafting or amendment
Experience	<ul style="list-style-type: none"> - Strong commercial/procurement management background - Experience of procurement where you have actively succeeded in adding real value and cost reductions - Robust examples of where your knowledge and skills have made real impact to a business 	<ul style="list-style-type: none"> - IT contracts experience beneficial - Consortium buying experience

	<ul style="list-style-type: none"> - Providing guidance on procurement matters to project managers or other operational staff, including training to managers and other employees in best practices and procedures - Creating and defining procedures to govern and control commercial processes - Implementation of procurement strategy and operational objectives - Communicating commercial positions on contracts to stakeholders - Supporting teams during contractual negotiations 	
Competencies	<ul style="list-style-type: none"> - Excellent communication skills - Outstanding administration skills - Outstanding computer skills - Good organisational skills and ability to prioritise - Strong negotiating skills 	
Attributes	<ul style="list-style-type: none"> - Smart, professional appearance 	