

## Job Description

Job Title	Procurement Manager
Business Unit	Workplace
Location	London
Reports To	Head of FM Consulting
<b>Overall Purpose of Job</b>	
<p>To contribute to the development and operation of a procurement function to support external clients, other AY business units and AY FM teams. To oversee and control the procurement of the full range of property and facilities services ensuring optimum commercial value is maintained on behalf of Avison Young and its clients.</p>	
<b>Main Duties, Responsibilities &amp; Accountabilities</b>	
<b>Strategic</b>	
<ul style="list-style-type: none"> <li>Developing and delivering insightful strategies and presentations from the procurement function for the benefit of external clients, the business unit and where relevant the wider AY.</li> <li>Minimise the business risk of procurement activities by maintaining oversight of the performance of each allocated procurement exercise or commission supporting external clients, the FM team or other business units.</li> </ul>	
<b>Operational</b>	
<ul style="list-style-type: none"> <li>Maintaining a detailed understanding of the standard AY/Clients terms and conditions, service standards, key performance indicators.</li> <li>Monitoring supplier KPI performance and driving improvement where necessary</li> <li>Running quarterly reviews with top spend suppliers</li> <li>Ensure 100% contractual compliance in terms of contract being in place</li> <li>Liaising with suppliers on price increases including those resulting from any legislative changes</li> <li>Managing contract variations, ensuring they are properly documented</li> <li>Develop and maintain a full contract database which monitors contract end dates to drive procurement activity and allows analysis by Client or Region</li> <li>FM Service line subject matter expert supporting the FM team</li> <li>Escalation point for supplier disputes</li> <li>Termination of contracts / transition out of properties including writing, issuing and keeping on file termination letters</li> <li>Setting up/ mobilising / transition in of properties including a review of the FM contracts and providing advice on the supplier / procurement strategy for the client/ portfolio or building.</li> <li>Assisting in reducing supplier debt profiles</li> <li>Establish and maintain current a full suite of FM Terms and Conditions (Framework, Single Site, Consultancy and supply of goods contracts) with support from the legal team</li> <li>Maintain and update as necessary Service Standards and KPIs in line with best practice</li> <li>Identification and promotion of best practice from the supply chain</li> <li>Oversee and support the ongoing vetting and management of the supply chain</li> <li>Contribute to the further implementation of the AY procurement portal</li> <li>Assist in the development of building maintenance strategies and best practice initiatives.</li> </ul>	

- Carry out any other duties as requested

#### Desired Knowledge, Skills and Experience

- Minimum 10 years experience within a procurement function and 5 years experience in a senior role.
- High levels of commercial acumen
- Good negotiation skills
- Detailed understanding of the core FM delivery including systems and processes
- Highly proficient in excel including the manipulation of data
- Good communication skills with suppliers, internal stakeholders and clients
- Ability to work under own initiative
- Good understanding of legal definitions and general clauses
- RICS/CIPS qualified or working towards
- Flexibility as this role may necessitate some travel and overnight stays.