

## JOB DESCRIPTION

<b>Job title</b>	Operational Commercial and Vendor Manager		
<b>Location:</b>	6 Bevis Marks, London EC3A 7BA	<b>Travel Required:</b>	Yes - occasional
<b>Reporting To:</b>	Head of Operations	<b>Position Type:</b>	Full Time

### About the role

The Commercial Operations Manager is responsible for procurement and contract management activity at PIDG Limited. In addition the postholder partners with other companies in the group to advise on the procurement and commercial aspects of their businesses to enable a consistent approach across the group.

The postholder will also be required to manage vendor relationships in PIDG Limited and those where vendors are group-wide suppliers.

In addition the post holder will be responsible for the management of security, maintenance, and other office/building services for PIDG Limited, ensuring that the needs of the organisation, employees, and/or visitors are met.

### Job Description

#### ROLE AND RESPONSIBILITIES

##### PROCUREMENT

- Undertake business needs assessment, supply market analysis and commercial risk assessments to inform procurement planning and sourcing decisions
- Develop, co-ordinate and lead sourcing activities to establish supply arrangements that meet business needs, drafting documentation related to procurement and public tenders (e.g. Request for Proposals, Invitations to Tender, procurement reports)
- Plan and lead contract negotiations in the establishment and review of supply arrangements to deliver value for money procurement outcomes
- Build a culture of long-term saving on procurement costs through a series of control measures and initiatives
- Act as expert advisor on procurement across the group
- Document procurement processes, decisions and contractual arrangements fully to provide an audit trail for probity and audit purposes
- Oversee all necessary contractual disclosures including OJEU CANs and policy led transparency

##### COMMERCIAL

- Develop and administer contract management plans in PIDG Limited
- Implement effective supplier relationships and advise on possible rationalisations across group activities
- Track and report key functional metrics to reduce expenses and improve effectiveness

- Work with PIDG Limited and the group companies to create a commercial strategy to meet business requirements as required
- Oversee various business insurances in PIDG Limited and assure no overlap in cover across the group

#### **FACILITIES MANAGEMENT**

- Project manage, supervise and coordinate the work of any contractors in the PIDG Limited offices
- Check that agreed work in the PIDG Limited offices has been completed satisfactorily and follow up on any deficiencies
- Investigate the availability and suitability of options for new premises

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- BSc degree in related business area (e.g. supply chain management, logistics or business administration)
- 10+ years in procurement or purchasing management

#### **SKILLS**

- Contract knowledge - drafting; understanding; negotiation. Mainly professional services but a broad knowledge of office services.
- Competition knowledge, including a high degree of proficiency with EU (OJEU) or World Bank procurement rules.
- FM knowledge (Office management) – including managing the requirements of multiple site office environment and interface with landlord's FM
- Understanding of group structured business relationships in a multi-site, multi-national environment.

#### **EXPERIENCE**

Generalist procurement experience covering a broad range of categories including:

- Professional Services procurement in a regulated environment, preferably in a public sector funded environment
- FM services procurement
- Technical procurement, including IT services and telephony

Operating as a centre of excellence within a group environment where ultimate delivery is by others

PIDG is an equal opportunities employer and values the diversity of all its employees, associates, owners, service providers and customers