



Royal Albert Hall

JOB DESCRIPTION

Role: Procurement Manager

Location: Royal Albert Hall

Salary: £50,000 - £55,000 per annum

Reports to: Director of Finance and Administration

For nearly 150 years we have been fulfilling our vision of inspiring artists and audiences worldwide with the magic of the iconic Royal Albert Hall; creating life-enriching, unforgettable experiences for everyone. Hosting 390 events a year in the main auditorium and more than 800 in other smaller spaces, the Royal Albert Hall stands true to its original purpose of promoting the Arts and Sciences. As a charity, the Hall is dedicated to maintaining the Grade I listed building and giving access to all.

OUR VISION AND VALUES

Our vision is to inspire artists and audiences worldwide with the magic of the iconic Royal Albert Hall, creating life-enriching, unforgettable experiences for everyone. The Royal Albert Hall is more than just a building. Together we are...

One team

Encouraging and harnessing each other's talents, valuing our differences, supporting one another and celebrating our achievements together

Passionate

Dedicated, creative, embracing new ideas, always seeking a better way; because together we are writing the story of the Royal Albert Hall

Open to all

Welcoming, warm, always professional; committed to providing as many people as possible with unforgettable experiences

THE ROLE

The Procurement Manager will lead and advise on the Royal Albert Hall's (the "Hall") procurement activities (and those of its wholly owned trading subsidiaries) and will play a key role in the procurement of a wide range of goods, works and services for the Hall's diverse requirements; this will include small costed goods through to high value projects. The post holder will develop and use compliant procurement procedures that achieve best value for money whilst safeguarding the key principles of efficiency, transparency and equality. The role is vital in supporting and training staff in ensuring the Hall can effectively deliver its ambition for a high quality, inclusive and sustainable procurement function.

In 2020 the Hall was successful in its application for a significant loan from the government's Cultural Recovery Fund. Under the terms of the loan the Hall has to comply with the government's procurement regulations (replacing OJEU). The post-holder will ensure the Hall is fully compliant in this respect.



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MAIN DUTIES AND RESPONSIBILITIES

Essential

Experience and knowledge

- Professional procurement qualification or working towards one.
- A successful background of consistent achievement in procurement and contracting, including managing low-value to high-value and complex procurement requirements from start to finish.
- Experience of developing and implementing a procurement strategy.
- Experience of drafting procurement templates and policies.
- A proven track record in achieving cost savings and efficiencies.
- Experience in implementing and managing eTendering and Contract Management systems.
- In-depth knowledge of the OJEU regulations and their UK replacement.
- Experience of drafting procurement training material and delivering presentations.
- Demonstrable financial awareness and the proven ability to understand all facets of budget management.

Skills and abilities

- Strong leadership, change management, and influencing skills.
- Strong organisational skills, including the coordination of multiple deliverables and the ability to prioritise in a varied and busy environment.
- High level of oral and written communication skills.
- Ability to explain procurement concepts to non-experts.
- Excellent data analysis skills.

Attributes

- Ability to see the big picture (whilst understanding the detail) and to perceive the wider implications.
- Ability to work collaboratively across teams, displaying a professional attitude towards colleagues.
- Demonstrates self-confidence which wins the confidence and trust of colleagues.
- Demonstrates initiative and the ability to use judgement when appropriate.
- A creative problem-solver, thinking laterally with pragmatism.
- Carefully plans workload, prioritising day to day demands and deadlines whilst remaining flexible.
- Attention to detail.
- Calm under pressure with a good sense of humour and warm approach to people from all backgrounds.

Desirable

- Knowledge of contract law and procedure
- Membership of Chartered Institute of Procurement and Supply



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HEALTH & SAFETY

You will have a good understanding of the Hall's Health and Safety guidelines and your responsibilities within these. Your role will include promoting a safe working environment and fostering a non-blame culture, adhering to any Health & Safety requirements, flagging any conflicts that may arise with Health and Safety and working towards finding effective solutions.

SUSTAINABILITY

The Hall is committed to maintaining and furthering greater sustainable practices in all areas of the organisation to act on climate change. Whilst working at the Hall, you will be expected to embrace the Hall's Sustainability Policy and work to meet its objectives, putting sustainability at the forefront of all decisions.