

**GOODWOOD**

**The Role**

The **Procurement Manager** will work as part of the Finance team and will report to the Events Finance Director.

**About us**

Goodwood is a quintessentially English estate, set in 12,000 acres of rolling West Sussex countryside. Rooted in our heritage, we deliver extraordinary and engaging experiences in modern and authentic ways. But what really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes Goodwood the unique place it is.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for Goodwood to be **‘the home of exceptional experiences’**.

**Our Values**

**The Real Thing Derring-Do Obsession for Perfection Sheer Love of Life**

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| --- | --- | --- | --- |
| Always inspired by Goodwood’s heritage | Daring to surprise and delight | Striving to do things *even* better | Sharing our infectious enthusiasm |

**Purpose of the role**

Responsible for developing effective sourcing strategies and providing the best commercial solutions to a range of internal stakeholders across the Events businesses and wider Goodwood Estate.

To liaise with a range of customers and Profit & Loss (P&L) holders across the various business divisions to deliver efficiencies against all indirect spend incurred on an annual basis. You will bring commercial expertise and strong relationship management to all projects, be a strong communicator and implement changes to supplier relationships where necessary. You will maintain best practice and Procurement Governance and deliver savings back to your division on an annual basis.

**Key responsibilities**

* To proactively work with departmental budget holders and managers to identify procurement opportunities and deliver year on year savings
* Create policies and procedures for risk management and mitigation
* Build & maintain positive relationships with internal stakeholders and existing suppliers
* Continuously monitor company purchases and ensure that the approved purchases fall within budget guidelines, are cost-efficient and of high-quality
* Managing overall direction, coordination and evaluation of procurement for the organisation
* Analysis current supplier spend, cross reference against the current market and source potential new vendors who can offer a cost saving for the Events division
* Run annual tender processes for any suppliers whose contracts are up for renewal/have a break clause
* Effective Influence and Impact at Senior Executive level both internally and with suppliers
* Responsible for updating and maintaining a record of all current supplier spends, contract renewals and agreed contractual increases year on year
* Leading on high-profile or high value procurement programme, including evaluation and negotiations, as required
* Review of all current internal negotiation strategies and help implement change where required
* To have a “deep dive” in to all current terms & conditions with suppliers and highlight any discrepancies between signed agreements and actual services currently being delivered
* Working closely with the legal team to ensure rigorous contracts and service level agreements are in place, ensuring the on-going mutual benefit of these agreements and enforcing agreements where non-compliance is a risk

**Qualities you will posses**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Attention to detail
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Good negotiation and influencing skills
* Excellent communicator
* A sense of fun!

**What do you need to be successful?**

* Experience of working within a similarly large complex organisation that deals within the hospitality sector
* Strong experience in a Procurement Manager role or equivalent
* MCIPS qualified
* The ability to interact and manage complex stakeholders
* In-depth leadership and management of cross functional teams
* Exceptional experience of negotiating and networking
* In-depth knowledge of preparing and reviewing contracts, invoicing, and negotiation terms.