

Procurement and Contracts Advisor

Location:	Choice of Hampton Court Palace or HM Tower of London, with hybrid working
Reports to: manager]	Senior Procurement & Contracts Manager
Responsible for:	N/a
Purpose of this role:	The core element of the role is to provide a professional and efficient Procurement service across HRP (<i>excluding IS, Digital, hard / soft Facilities and Maintenance and Works / Construction</i>) that delivers value for money in respect of contracts with an individual value of up to c.£1m.
Date:	21 December 2022

What you will be doing in your role:

- Planning and end to end delivery / management of tender processes for high value (individual contract value up to £1m) and complex sourcing requirements across the whole of HRP
- Providing advice and guidance to colleagues for lower value and less complex sourcing requirements
- Influencing, liaising and collaborating with internal and external stakeholders
- Negotiation and placement of robust contractual arrangements that adequately protect HRP and provide best value for money
- Undertaking spend reviews and identifying and delivering cross site / organisation consolidation opportunities
- Contributing to reviews of supply chain / supplier risk profiles and ensuring key risks such as overall supply, cost inflation, modern slavery, sustainability



and data protection matters are surfaced and adequately addressed in line with best practice

- Contribute to the strategic development of the procurement function, to include measures to support zero net carbon and social value initiatives
- Support procurement related training delivery
- Maintain contract records and monitor the database so upcoming contract expiries are actioned in a suitable timeframe
- Manage the Procurement team email in-box
- To undertake any other reasonable tasks as requested by your manager

In addition to your main areas of responsibility, the Performance Framework qualities and behaviours that are required from all our people for successful delivery of our Cause and Strategy are summarised below:

Memorable Experiences

Going above and beyond to create personalised experiences that inspire and provoke change

Simplify and Adapt

Cutting through complexity to find simple solutions and encourage agile ways of working

Money Matters

Generating the money to grow our impact and care for our palaces; creating a culture of getting better value and increasing our financial headroom

Fresh Thinking

Demonstrating the courage to push the boundaries, striving to stretch ourselves

In this Together

Working collaboratively across the organisation, investing time in building trusted relationships to create 'one team – one HRP'.

Other requirements

In addition to the above you are also required to have read and comply with the rules/standards contained in HRP's Code of Conduct, including Health and Safety requirements. The Code of Conduct can be found in your Staff Handbook.