



Head of Procurement

Recruitment information pack

July 2022

bruntwood

About Bruntwood



The commercial property specialists led by one purpose: Creating Thriving Cities.

With over 100 properties across Manchester, Liverpool, Leeds, Birmingham and Cambridge, Bruntwood is one of the largest commercial property companies in the UK but unlike any other property business, Bruntwood is totally unique in its approach, its offer, thinking and philosophy.

A purpose led business with a 45 year heritage, Bruntwood develop, let and manage all of our properties, which means we have outstanding expertise in creating buildings that don't just look good, but also work creatively, effectively and efficiently to meet our customers' needs. We aim to "create places for business success" and have been uniquely successful in matching businesses and individuals with the right office space, meeting rooms, conference facilities and retail premises to suit companies across a range of different business sectors and to suit their changing growth needs.

In recent years, the business has become particularly strong in the life-science, R&D and tech space, and this remains one of our core USPs. Bruntwood now has deep expertise in meeting the high specifications required in these sectors and we are extremely well positioned to meet the ever-increasing demand for hospitals, science labs and technology parks.

Bruntwood is doing more than just providing space, our know-how is called upon to create a marketplace, bringing investors and businesses together and facilitating networking.





The commercial property specialists led by one purpose: Creating Thriving Cities.

Everything we do is tied into our vision of building vibrant communities, whilst providing businesses with the support and expertise they need to grow.

We are led by our purpose of creating thriving cities and our deep connection with the cities we work in sets us apart. For over 45 years, everything we have achieved has been with this purpose in mind.

We believe that thriving cities with the best, most sustainable futures are those that are culturally vibrant, equal and environmentally-conscious. This is why we're committed to investing in these areas and where our expertise and passion can make the most impact.

We monitor our commitment to our purpose through our Purpose Framework and work closely with the [Oglesby Charitable Trust](#) to further amplify our impact in our communities.



Our Reach

Each business operating area has its own finance lead reporting into the CEO, Chief Operating Officer or Chief Development Officer as appropriate. The Chief Finance Officer and his team at Group level focuses on group finance, tax, treasury and strategic financing issues.



50,000+ People in the Bruntwood Community



100 Buildings across the North and The Midlands



1000+ Bruntwood Group employees



£1.5bn Property under ownership



£5m+ Charity donations from Bruntwood and Oglesby family



Our values are the guiding principles that define how we as individuals, and we as Bruntwood, work, behave and act.

Our five values represent our fundamental beliefs and are our guiding principles. They dictate how we behave and how we do business. No matter what your role is at Bruntwood, these values and our purpose can always be applied: helping us to foster an even stronger culture; delivering exceptional colleague, customer and community experiences; and creating thriving cities.



Dream & deliver

We challenge what is and imagine what could be. We then have the commitment and drive to bring our ideas to life.



Never sit on the sidelines

We care deeply about the world around us; instead of waiting for others to act, we take the lead on issues that matter.



Pay attention to the detail

We pay close attention to every aspect of everything we do; through experience we know it's often the little things that make the big things happen.



Be creatively commercial

Our creative culture helps us find innovative, effective solutions to real world challenges.



Be brilliant to work with

We act with integrity, respect and a passion for collaboration, as we know the greatest outcomes benefit everyone.

Procurement at Bruntwood

Procurement at Bruntwood

Procurement and contract management at Bruntwood is currently conducted across the business in different ways, with no enabling software to support a consistent approach.

We are now implementing a Source To Pay solution so that we can:

- Maintain contracts centrally, ensuring suitable suppliers are sourced and the most cost effective contracts are entered into
- Implement centralisation of our procurement processes, with a consistent approach across the Group
- Have one system to view, maintain and report on all of our supplier, contract, PO and invoice data
- Use data to identify procurement strategies and opportunities
- Implement a consistent approach to supplier and contract management across all areas of the business
- Ensure the number and range of suppliers remains appropriate to our business
- Roll out a Supplier Charter that sets out the behaviours and practices we expect of our suppliers, enabling us to uphold the highest ethical standards and deliver social value from within our supply chain

- Improve the understanding of the suppliers we use, how we use them and how they perform
- Implement operational and commercial efficiencies

The Head of Procurement will play a pivotal role in leading this change.



Head of Procurement - Our Kind of Person

What we are looking for

- You are able to demonstrate deep experience of Procurement and Contract Management across a broad range of spend categories including Property, IT, Facilities & Services
- Experience of Construction related procurement and contracts would be a definite advantage
- A track record of establishing creating and developing professional, Procurement and Contract management teams
- Experience of Source to Pay S including implementation and ongoing catalogue and supplier management
- Experience of the management of change across a complex organisation
- Demonstrate commercial experience and proven negotiation skills
- Ability to develop and maintain excellent internal and external stakeholder relationships
- A commitment to sustainable Procurement and Contract management and an understanding of how the 'Bruntwood Supplier Charter' can be embedded across internal & external stakeholders and across Supply Chain
- The ability to 'sell' procurement and contract management to the organisation.
- Be at least a full member of the Chartered Institute of Procurement and Supply



Technical skills and experience - What we're looking for

- You are able to demonstrate deep experience of Procurement and Contract Management across a broad range of spend categories including Property, IT, Facilities & Services
- Experience of Construction related procurement and contracts would be a definite advantage
- A track record of creating and developing professional, Procurement and Contract management teams
- Experience of Source to Pay Solutions including implementation and ongoing catalogue and supplier management
- Can show well-honed commercial and proven negotiation skills
- A commitment to sustainable Procurement and Contract management and an understanding of how the 'Bruntwood Supplier Charter' can be embedded across internal & external stakeholders and across Supply Chain
- The ability to 'sell' procurement and contract management to the organisation.
- Be at least a full member of the Chartered Institute of Procurement and Supply

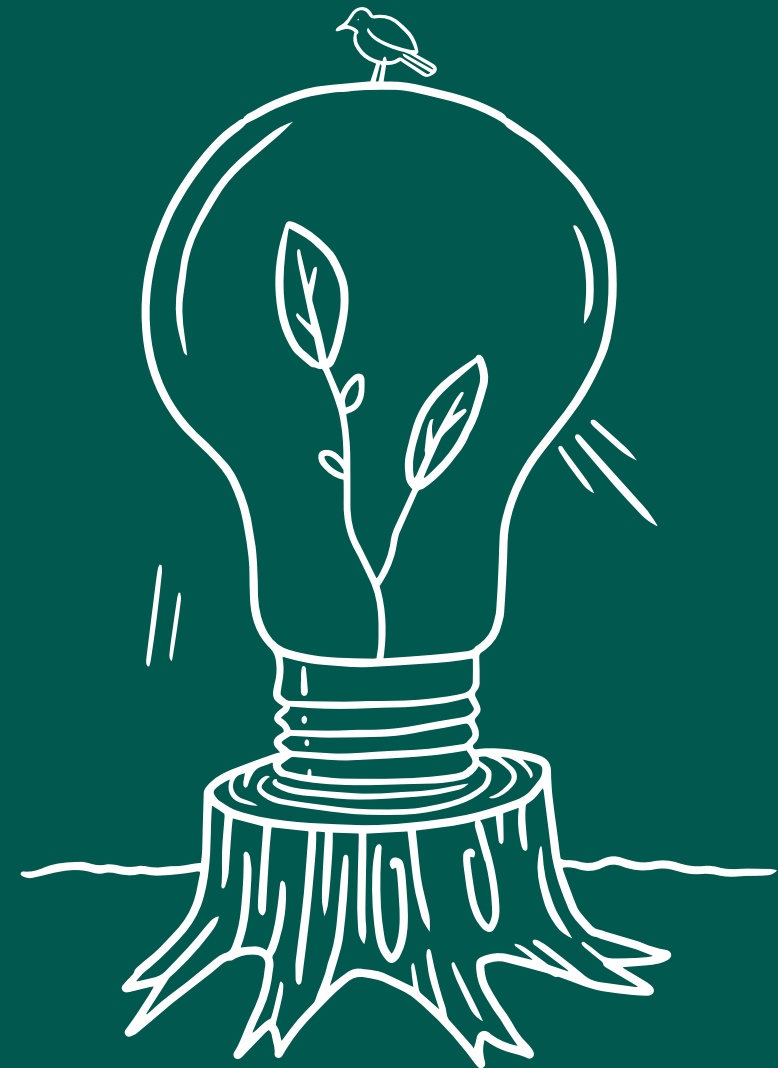
Leadership skills and experience - What we're looking for

- A real leader of people, someone who can bring a team together and get them on board with your vision
 - Someone truly invested in their own personal development and the personal development of their team
 - A leader that confident to challenge and be challenged
 - Experience of the management of change across a complex organisation
 - Ability to develop and maintain excellent internal and external stakeholder relationships
 - An ability to make the complex simple and help the business improve its understanding of Procurement and associated processes
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Benefits and Reward

All Bruntwood colleagues benefit from a fantastic benefits package including:

- Employer matched pension up to 8%
- Share incentive plan
- 25 days holiday (plus the option to buy and sell), birthday leave and sabbaticals
- 2x cares days to spend in the community
- Flexible working; our core hours are 10am - 3pm understanding the importance of balance.
- Free access to private healthcare
- Life Assurance
- Subsidised exercise and yoga classes, meditation sessions and seminars
- Travel to Work loan



The Recruitment Process

Overview

Our hiring process is an important part of our culture. We want to be a truly diverse and inclusive workplace, and that begins with hiring. A fair and transparent hiring process is the first step in getting there. Our priority is to give you a great experience, regardless of the outcome. We will keep you informed throughout the process and our recruitment team are on hand to answer any questions you have.

Our interview process focuses on getting to know all about you, your strengths and the experience you can bring to the role. We also want to know what matters to you, what makes you thrive at work and what your values are. The hiring process is a chance for you to get to know us, to get a feel for our culture and to find out if the role is right for you. So, focus on being yourself and let us know if there's anything we can do to support you during the process. To find out more about working at Bruntwood, visit our website.

As part of our effort to become a truly diverse and inclusive place to work, we are proud to be Disability Confident Committed and strongly encourage applications from people living with disabilities. The scheme is a commitment to offer an interview to any candidate living with a disability (Equality Act 2010) who meets the essential criteria of the job (at least 60% of the role profile). We want to support everyone to grow to their full potential, and if you need any adjustments to be able to perform at your best during the recruitment process, please let us know.



Stage 1 - Interview

This will focus on how we operate as a business, who we are and what you'd like to know. We'll run through where we're up to in the Procurement process and discuss your experience against what we're looking for.

Mark Hanna

Head of Property Management and

Simon Durbin

Operations Director - Property Services

Stage 2 - Presentation

If successful at the first stage, you'll have the opportunity to present to Andrew/Steven and Pete on how you'd approach this new opportunity, our new procurement processes and the short/long term changes you'd look to implement. Followed by questions on the presentation and your experience against the role.

Andrew Cooke

Operations Director or

Steven McKiernan

Chief Finance Officer and

Pete Crowther

Property Director (SciTech)

If you have any questions or would like to discuss the role further please contact recruitment@bruntwood.co.uk

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For more information please
call us or visit the website

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