

Role Definition

Job Title: IT Procurement and Commercial Administrator

Reporting to: Head of Service Delivery ultimately to the Head of Technology

This role takes responsibility for procurement of hardware, software and IT related services to be used within the practice.

Responsibilities

- Manage global procurement of goods and services for IT including; liaising with suppliers, obtaining quotes, reviewing and agreeing contractual terms and placing and tracking orders
- Build long term relationships with business stakeholders, working collaboratively across the organization to deliver commercial value
- Manage and maintain the company's IT contracts register and work on renewals in a timely manner, ensuring all supplier agreements meet our requirements
- Working closely with the finance team to produce all the necessary financial management information packs required to effectively manage IT costs and budgets
- Lead the end-to-end sourcing activities for RFIs and RFPs, establishing requirements, tendering, supplier selection, negotiation, contracting, risk mitigation, contract management and SRM activities
- Administer the approval process for all IT spend, maintain spend controls and identify cost saving opportunities
- Manage the accurate coding and sign off of all IT related invoicing
- Identify and implement appropriate control activities to ensure that IT is compliant with the T&Cs of its software assets throughout the SAM lifecycle
- Maintain a software and hardware asset management risk register and be proactive in helping all stakeholders identify, analyse, mitigate and escalate software asset related risks
- Define and implement internal audit and reconciliation strategies, respond to and manage potential external audits and work with 3rd party resellers to ensure that IT is compliant with the T&Cs of its software assets
- Assist in managing stocks of IT hardware and consumables.
- Maintain knowledge of and compliance with F+P procedures and standards
- Ensure all procurement and commercial policies, processes and procedures are appropriately documented and communicated
- Proactively identify and implement improvement opportunities

Qualities and Skills required

Essential

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Excellent attention to detail and organisational skills
- Experience using a workflow management tool or call logging system
- Proven experience in a relevant IT environment
- Good awareness and experience of IT hardware, software and services and IT suppliers
- Able to manage and prioritise tasks and time efficiently
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Able to build good relationships at all levels, internally and externally
- Able to manage sensitive and sometimes confidential information
- Self-motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks

Foster + Partners

- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while remaining calm and professional at all times

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

October 2020