

## Procurement Business Partner

<b>Responsible to</b>	<b>Head of Commercial Finance</b>
<b>Location</b>	<b>National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ (with the requirement to work from the office a minimum of three days per week, including Mondays).</b>
<b>Salary</b>	<b>Competitive – will vary depending on experience</b>

### About the Role

Our vision is 'Tennis Opened Up', and our mission is to transform communities through tennis, focusing on three areas – making tennis welcoming, enjoyable and inspiring to everyone.

The Procurement Business Partner role is responsible for the delivery of procurement and supply chain across the organisation, supporting the business through providing co-ordination, advice and guidance.

In this role you will be required to advise and implement procurement and supply chain best practice across the organisation so that LTA utilises its resources in the most efficient, economical and sustainable way, which obtains best value for money and delivers organisational objectives.

We are looking for a self-starter who has strong practical knowledge and experience of delivering and impacting on procurement process and procedures. You will have a passion for sustainability and be a key member in delivering the LTA's carbon reduction plan. You will have strong communication skills with the ability to build relationships and advise our stakeholders in ensuring the procurement process is efficient and delivers value throughout.

### Key Accountabilities

- Drive best practice for procurement across the business by building positive working relationships across the executive and leadership team alongside wider budget holders.
- Support and challenge key stakeholders with supplier negotiations, KPI's, contracts and supplier management, providing practical, high quality and timely procurement advice and guidance.
- Manage and co-ordinate the LTA's supplier database, including nominated suppliers, ensuring cross functional procurement is managed efficiently and effectively.
- Produce and maintain procurement policies and procedures, databases, toolkits and maintaining corporate governance within these policies.
- Develop and deliver a supply chain engagement framework that helps deliver the LTA's carbon reduction plan by targeting emissions hotspots.
- Support in delivering against the LTA's internal Environmental Sustainability dashboard, including supporting in the calculation of the LTA's carbon emissions and associated reporting.

## Person Specification

### Previous Experience of:

Strong experience of procurement and supply chain processes including contract management and tendering requirements.	<i>Essential</i>
Experience of advising on a range of procurement activity spanning differing levels of value and risk.	<i>Essential</i>
Experience of delivering against sustainability objectives including carbon reduction plans.	<i>Desirable</i>
Able to influence key internal & external stakeholders across up to Executive level, with excellent interpersonal skills.	<i>Essential</i>
Able to work independently and deliver on time and at a consistently high standard.	<i>Essential</i>
Demonstrate accountability and ownership whilst undertaking role.	<i>Essential</i>
Clear communicator with a critical eye for detail yet able to simplify the complex in communications.	<i>Essential</i>
Commitment to problem-solving and improving processes, always anticipating the question, and looking for better ways of doing things.	<i>Essential</i>
Ability to work with colleagues to ensure that there is a continued environment of creativity, shared opportunity and a culture of progressive and sustained improvement.	<i>Essential</i>
Successfully driving strategic implementation through stakeholders and partners.	<i>Essential</i>
Strong IT skills including knowledge of MS Office.	<i>Essential</i>

### Knowledge, Training & Qualifications:

Chartered Institute of Procurement & Supply, or equivalent knowledge through relevant experienced gained.	<i>Desirable</i>
Strong commercial acumen with effective and well-developed negotiating, influencing and communication skills.	<i>Essential</i>
Excellent project management and prioritisation skills.	<i>Essential</i>
Passion for sustainability and implementing tangible carbon reductions across the supply chain.	<i>Essential</i>
Strong IT skills including knowledge of MS Office.	<i>Essential</i>
Pro-active, flexible and fully engaged with a customer focussed mind-set.	<i>Essential</i>

### Personal Attributes:

<b>Inclusion</b>	<ul style="list-style-type: none"><li>• Create an environment where people feel safe and welcomed.</li><li>• Value people's differences and believe they make us stronger.</li><li>• Take the time to learn more about inclusion and remove any current or potential barriers.</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• Able to work on own initiative and appreciate the high level of accountability.</li><li>• A great leader and motivator of others.</li><li>• A great communicator both internally &amp; externally.</li><li>• Always prepared to work collaboratively.</li></ul>
<b>Integrity</b>	<ul style="list-style-type: none"><li>• A high degree of emotional intelligence and self-awareness, with the ability to adapt style to meet the needs of the audience.</li><li>• Will always suggest improvements to ways of working.</li><li>• Will be comfortable challenging groups or individuals to ensure high levels of work.</li><li>• Treats others as you wish to be treated.</li></ul>
<b>Passion</b>	<ul style="list-style-type: none"><li>• A genuine passion for people and good customer service ethic.</li><li>• Highly proactive with a 'can-do' attitude</li><li>• Hard working &amp; driven to succeed and achieve our mission.</li></ul>
<b>Excellence</b>	<ul style="list-style-type: none"><li>• Always aims to achieve the best possible outcome.</li><li>• Develops plans based on best practise and previous experience.</li><li>• Seeks support from colleagues to improve outcomes.</li><li>• Will be happy to take the more challenging route if it results in higher quality outputs.</li></ul>

### Our Benefits

*We are proud of the range of benefits we can provide:*

- 25 days annual leave
- Annual award extra leave
- Pension
- Life assurance
- Reimbursement of eye tests
- Long service awards, plus monthly and annual colleague awards
- Private Medical & Health Insurance
- Free onsite gym & use of the Tennis & Padel courts
- Cycle to Work Scheme
- Enhanced maternity, paternity, adoption, and shared parental leave
- Free mental health first aider support
- Colleague ticket offer
- Annual Bonus Scheme
- Free parking & bike racks
- Retail discounts
- Training & Development
- Summer and Christmas party
- Free tea and coffee provided daily
- Electrical vehicle charging points
- Staff lockers
- 30% discounts in our café
- Social activities including Tennis Tuesdays, Padel Wednesdays, Football Thursdays, all colleague days, cycling club, running club etc.

## Our Culture

*The LTA, through its vision 'Tennis Opened Up', is committed to creating a diverse environment where all colleagues feel included and a strong sense of belonging. We are proud to actively invite applications from all candidates who meet the essential criteria and can work in the UK. We commit that everyone will receive equal consideration for employment irrespective of your ethnicity, religion, sex, gender reassignment, sexual orientation, age, any disability, marital or civil partnership status, and pregnancy or maternity status.*

*We particularly welcome applications from:*

- *People from ethnically diverse communities*
- *Deaf and disabled people*
- *Members of the LGBTQ+ community*
- *People with lived experience of the UK's many and varied communities*

*The LTA Tennis Foundation is a new tennis charity that partners with brilliant people and organisations to improve lives through tennis. It shares the LTA's vision of 'Tennis Opened Up', and it wants to use our sport to make a real difference to people across the whole country. All LTA colleagues have the chance to get involved with the LTA TF, with some directly involved in delivering and leading its work.*

*To truly deliver our vision of 'Tennis Opened Up', we believe it is critical that the LTA plays our part in contributing to a healthier and more sustainable society. We want to grow tennis in Britain, but do so in a responsible way, protecting and supporting the environment and working with everyone in the sport to tackle our climate impacts. We are committed to ensuring a lasting future for tennis in Britain, and our Environmental Sustainability Plan sets out how we will do this.*

*Find out more here:*

- [Life at the LTA](#)
- [www.lta.org.uk/sustainability](http://www.lta.org.uk/sustainability)