



Procurement Business Partner

Responsible to	Head of Commercial Finance
Location	National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ (with the requirement to work from the office at least 3 days each week, including Mondays)
Salary	Competitive – will vary depending on experience

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:

Minimum of 4 years of experience in a procurement and/or supply chain role.	<i>Essential</i>
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

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

Life at the LTA

The LTA, through its vision 'Tennis Opened Up', is committed to creating an inclusive environment where all colleagues feel included and a strong sense of belonging. We particularly welcome applications from people from ethnically diverse communities, deaf and disabled people, members of the LGBTQ+ community and people with lived experience of the UK's many and varied communities.

Read some of our colleague testimonials below and find out more [here](#)

“As a new mum, I’ve appreciated the LTA’s newly enhanced benefits, which have supported me during maternity leave and in my return to work. In total, I have been with the LTA for four years and love the diversity of my role.”

“Everyone’s respected in terms of the culture, ethnicity, and the background, so you don’t feel unequal in any capacity. I remember how supportive my team had been during Ramadan, being fully understanding of its requirements and flexible with my work schedule.”

“As a new starter at the LTA, my experience has been overwhelmingly positive. Being a tennis fan, I was excited to join the organisation, and from day one, I’ve been impressed by everyone’s dedication to our mission of “Tennis Opened Up”, as well as promoting diversity, inclusion, and sustainability”

BENEFITS AND PERKS

Just some of the many benefits
of working at the LTA.

We believe that our colleagues are our greatest asset. Our comprehensive benefits package is designed to support your well-being, foster professional growth and create a positive work environment. Below, you'll find an overview of the key benefits we offer.

Free private healthcare

Specialist **mental health** and **well-being support**

Life Assurance to cover you and your family

An employee contributory **pension scheme**

Holiday allowance rising to 30 days
annually plus a holiday purchase scheme

Paid family leave

Paid charity volunteer days

A host of **internal events** and **monthly awards**

Priority ticket access to exciting events
such as The Championships at Wimbledon

Travel incentives such as cycle to work
scheme, car schemes and season ticket loan

Free parking, bike racks and EV chargers

Free gym and use of the **tennis and
padel courts** at the National Tennis Centre

Hybrid working options

Retail discounts
