

Role profile



Role title:	Commercial Procurement Manager
Reports to:	Commercial Director
Department Head:	Commercial Director
Location:	Field Based

Objectives of the role

- Manage the procurement of key supplies and services for the Admiral Group, ensuring they meet the quality standards required by the end users and secure the competitive costs which reflect the scale and buying power of the business.
- Continuously review the performance of suppliers and the value for money being provided, challenging and managing improvements quickly and effectively when appropriate.
- Plan ahead to ensure supply agreements in place give Admiral certainty of supply, maintenance of required service standards and certainty of competitive costs in future.
- Ensure effective Business Continuity Plans (BCPs) are in place for key supplies/services.
- Oversee the responsibilities, performance and development of the Commercial Executives as line manager
- Oversee the Company Fleet provision and administration.
- Collaborate regularly and effectively with internal stakeholders to ensure the provision and implementation of supplies and services to meet the requirements of the business.
- Play an active and supportive role as a member of the wider Commercial team and support the Commercial Director in the management and leadership of the Commercial Department.
- Communicate regularly and effectively with stakeholders across the business to ensure they are kept informed and have the opportunity to give timely input to supply chain planning and decisions
- Flexibility to Travel as needed to meet with Suppliers and Team.

Key Responsibilities

- **Operator Managed Estate**
Sourcing, implementing and managing selected services required
- **Leased & Tenanted Estate**
Sourcing, implementing and managing selected services required
- **Projects and Initiatives**
Developing, communicating and managing, as agreed from time to time with key stakeholders and the Commercial Director
- **Logistics**
Supporting the Commercial Director in managing the delivery of this key service
- **Drinks Dispense Monitoring**
Working closely with the Field Operations team to leverage maximum value from the investment in this service provision
- **Support to other members of the Commercial team as required, either directly or via Commercial Execs**
E.g. Drinks Category, Utilities, Machines, Catering, Marketing

- **Cross Functional Collaboration**

Actively engage with peers and stakeholders across the business to ensure an effective interface with Commercial Dept

Make effective use of internal communication facilities and opportunities such as The Back Bar (our intranet), MD Post (our internal weekly newsletter), Team Meetings etc

- **Licensee Support**

Identifying, proposing & delivering initiatives to support licensees

- **Line Managing the Commercial Executives**

Provide leadership & management to ensure high performance and delivery of objectives

- **Company Fleet**

Oversee the provision of the Company Car Fleet by the commercial executives.

Skills and Experience

- Highly organised
- Proactive & progressive
- Analytical and applies attention to detail
- Completer finisher
- Communication and influencing skills
- IT/Software use capable - M/S Office suite
- Negotiation and influencing skills
- Highly motivated and able to work without close supervision
- Consistently demonstrate the company values
- Line Management Experience
- Full UK Driving Licence

Key Relationships

External

- Suppliers of services to Managed Estate e.g. Sky Sports and Tenanted Estate e.g. Cask Marque
- Logistics (drinks warehousing & distribution) - C&C Group, GXO
- Drinks dispense monitoring - Vianet
- Business service providers e.g. Mobile Phones

Internal

- Field Operations – Director Proper Pubs, MD Operations, Regional Operations Directors, Business Development Mgrs
- Central Operations – Customer Support & Sales,
- Finance – Head of Finance, Head of FP&A

Working Arrangements:

This is a Field-based role – Head Office attendance is only required for specific meetings/purposes.

**Admiral Taverns Values and Behaviours**

Core to the Group's ongoing success is the strength of our team. We are incredibly proud of the culture we have developed across our business. Our team are passionate, hardworking, dedicated and ambitious. Our team developed the company values themselves which means that we live these through to the core of our business. Everything we do as an organisation revolves around supporting and enabling our licensees to make their business the very best it can be.

**WE WORK TOGETHER IN A POSITIVE AND INCLUSIVE WAY**

Collaboration and accountability
Be supportive and open
Motivate ourself and others

**WE RESPECT AND CARE ABOUT OUR TEAM, LICENSEES AND OPERATORS AND DEMONSTRATE THIS IN OUR ACTIONS**

Honesty and integrity
Empathy and compassion
Communicate with clarity to all

**WE STRIVE TO MAKE THINGS BETTER**

Take ownership and lead by example
Give and accept positive challenges
Deliver ambitious results

Admiral Taverns is committed to equal opportunities for all and to the provision of a diverse and non-discriminatory working environment.