

Role Definition

Job title: Head of Procurement

Reporting to: General Counsel

Role Summary

The Head of Procurement will shape and lead a modern, progressive procurement function for our large and growing international architectural practice, at enterprise level across the Practice. Operating with Practice-wide responsibility, the role partners with senior leadership to develop procurement strategy, governance, and commercial frameworks while also guiding key sourcing activities and overseeing procurement execution activities. The role is accountable for enterprise level Procurement policy, performance oversight and governance

Procurement operates as an enabling, collaborative partner to Studios and functional teams—supporting creativity while ensuring appropriate commercial transparency, discipline, and proportionate controls. The role uses data, systems, and AI-enabled tools to improve quality, efficiency, and insight while minimising friction and supporting excellent project delivery.

Responsibilities

- Strategy
 - Develop and implement a global procurement strategy aligned to business, creative, and sustainability objectives.
 - Create business-aware sourcing strategies reflecting project needs, regional dynamics, and risk profiles.
 - Balance global consistency with local flexibility to support both project and functional teams.
 - Lead the Practice's procurement strategy and procurement governance in partnership with senior stakeholders.
 - Integrate environmental, social, and governance (ESG) principles to ensure supply chains meet ethical, sustainability, and modern slavery standards.
- Enablement and Collaboration
 - Build strong relationships with project leaders to understand procurement's impact on design and delivery.
 - Partner closely with functional teams responsible for purchasing and contracting goods and services.
 - Design procurement frameworks that enable choice, quality, innovation, and value for the Practice.
 - Establish procurement as a trusted advisor—supportive, commercially aware, and service-oriented.
- Processes and Systems
 - Own the enterprise procurement systems roadmap, including selection, implementation, and integration with finance, legal and project platforms. Ensure processes are intuitive, proportionate, and suitable for a creative, project-focused environment.
 - Lead the implementation and continuous improvement of procurement systems integrated with contract, finance and project platforms.

- Leverage data, automation, and AI-enabled tools to enhance quality, visibility, compliance, and commercial insight.
- Establish clear, risk-based oversight mechanisms for supplier selection, onboarding, approvals, ordering, and payment—avoiding unnecessary bureaucracy.
- Work closely with Finance, Commercial, Legal, and IT teams to ensure commercial, contractual, and regulatory requirements are met.
- Act as the primary point of accountability for procurement systems and assurance controls.
- Utilise AI-enabled contract review and automated third-party due-diligence tools to strengthen risk management, compliance, and ethical sourcing.
- Ensure procurement systems capture ESG data, supplier risk scoring, and compliance with environmental, ethical, and labour-related standards.
- Supplier & Partner Management
 - Develop and maintain a high-quality global supplier and partner ecosystem.
 - Foster collaborative, long-term relationships focused on quality, innovation, and sustainability.
 - Establish supplier segmentation strategy and governance for performance management; operational performance reviews conducted by project/commercial teams. Support efficient and timely supplier payment processes.
 - Embed ESG expectations into supplier selection, onboarding, and performance management.
 - Oversee ongoing supplier due diligence using technology-enabled tools to identify risks including sanctions, financial stability, cybersecurity, data protection, ethical practices, and sustainability performance.
- KPIs, Reporting & Insight
 - Define and implement key KPIs demonstrating the effectiveness of procurement strategies, processes, and controls.
 - Develop clear reporting and dashboards for senior leadership.
 - Use data and insights to identify issues, manage risk, and highlight improvement areas.
 - Build ESG-related reporting on supplier carbon impact, ethical sourcing, supplier diversity, and compliance with modern slavery and sustainability commitments.
- Team & Capability Development
 - Shape and evolve the procurement operating model—including central, embedded, and matrixed resources—to support global and project-based delivery.
 - Support the wider business through coaching, guidance, and capability-building.
 - Foster an inclusive, collaborative, and commercially aware culture focused on service, partnership, and continuous improvement.

Qualities and Skills required.

- Significant (typically 10+ years') experience operating at a senior procurement leadership level with demonstrable accountability for large-scale, complex procurement spend and experience within complex, global, project-based organisations.
- Experience managing multi-million-pound annual procurement portfolios.
- Demonstrated experience establishing or transforming procurement functions
- Degree-qualified (or equivalent experience).
- MCIPS qualification or equivalent accreditation/experience.

- Excellent relationship-building skills with the ability to collaborate and influence effectively across diverse teams.
- Pragmatic, solutions-focused, and able to balance creativity with commercial responsibility.
- Curious, forward-thinking, and comfortable engaging with evolving systems, data, and technology.
- Familiarity with commercial tools such as supplier risk-scoring platforms, ESG due-diligence systems, and AI-enabled contract review software.

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 successful candidate 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.

We encourage applications from candidates who may not meet every requirement but can demonstrate the skills and potential to succeed.

We welcome applications from all backgrounds and are committed to building a diverse, inclusive, and supportive workplace where different perspectives and experiences are valued.