

Job Title	Procurement Manager	Function/Region	Finance
Reports To	Head of Procurement	Band	4
Location	London		

Our Mission

‘To create the finest retail experiences.’

Our Purpose

‘Making the extraordinary possible’

Purpose of the Role

The Procurement Manager supports the Head of Procurement in delivering the Group procurement strategy across McArthurGlen's portfolio. The role drives consistent procurement practices, optimises operating and capital expenditure, and ensures procurement activity is compliant, well-governed, and commercially effective. This hands-on role combines sourcing and cost initiatives with practical guidance to stakeholders across multiple countries.

Key Responsibilities

Procurement Delivery & Cost Optimisation

- Support delivery of the Group procurement programme across property and operational spend, driving consistency and scale benefits
- Contribute to operating and capital cost optimisation through spend analysis, sourcing activity, and supplier management
- Support sourcing exercises and tender processes, ensuring clear scope, evaluation, and outcomes

Procurement Frameworks, Process & Governance

- Enhance procurement methodologies, processes, and tools to embed best practice across the business
- Support a consistent tendering and procurement framework with Compliance and Legal
- Ensure procurement activity meets legal, regulatory, and internal governance requirements
- Monitor relevant legislative developments and support required changes

Stakeholder Partnership

- Partner with offices, centres, and regional teams to align procurement activity with business objectives
- Influence stakeholders to understand procurement value, approach, and process
- Provide practical guidance on sourcing, supplier engagement, and procurement controls

Supplier & Contract Support

- Support supplier lifecycle management, including onboarding, performance, and governance

- Maintain and review the service provider database with Compliance and/or Legal
- Support procurement-related contractual matters and risk mitigation with Legal

Skills & Experience

Insight, Judgement & Commercial Impact

- Applies commercial and analytical judgement to sourcing, supplier selection, cost optimisation, and risk management.
- Uses spend data, market insight, and business priorities to identify opportunities and make recommendations.
- Makes decisions within own area based on clear rationale, data, and sound procurement practice.

Communication, Influence & Stakeholder Collaboration

- Communicates procurement requirements and outcomes clearly to technical and non-technical stakeholders.
- Builds trusted relationships across centres, regions, corporate teams, suppliers, Legal, Compliance, and Finance.
- Influences stakeholders to adopt consistent procurement practices and controls.

Delivery, Performance & Process Improvement

- Manages procurement activity and projects with focus on outcomes, governance, and follow-through.
- Plans and prioritises across multiple initiatives, balancing detail with execution.
- Improves procurement processes, tools, and ways of working to strengthen consistency, efficiency, compliance, and audit readiness.

Learning, Adaptability & Future Readiness

- Demonstrates curiosity and a continuous improvement mindset.
- Identifies practical ways to improve procurement maturity, tools, and team performance.
- Adapts positively to change and helps others engage with new ways of working.

Technical Requirements

- Solid procurement expertise, including sourcing, tendering, supplier lifecycle management, and contract governance
- Strong written and verbal communication skills
- Experience in a complex or matrixed organisation

Desirable

- Professional procurement qualification, such as CIPS, or equivalent experience
- Experience in real estate, retail, or facilities-related environments
- Experience working across multiple countries or in an international organisation

Our Success Framework



McArthurGlen, an extraordinary experience for everyone.

At McArthurGlen we value the diversity of our people.
We celebrate difference and believe that everyone is extraordinary.
We are committed to building a culture where our opinions and contributions
are listened to and respected and anyone can be themselves.
We learn and grow together, we all belong.