IMPERIAL

Strategic Purchasing Advisor

Department/Division/Faculty:	Finance
Campus/Location:	White City Campus - Hybrid
Job Family/Level:	Professional Services Level 3b (Salary scales)
Responsible to:	Category Manager - Laboratories
Line management for:	N/A
Key working Relationships (Internal):	Category managers, senior managers, wider departments, Faculty teams, principal investigators, senior research representatives, and laboratory managers/teams
Key Working Relationships (External):	Suppliers, Vendors, Legal Teams, and Statutory Bodies
Contract type:	Full Time – Open Ended

Purpose of the Post

The Strategic Purchasing Advisor will demonstrate a strong commitment to procurement excellence, acting as a key contributor to the delivery of strategic objectives and the broader impact of the procurement function across the Organisation.

With principal responsibility for the implementation and adoption of preferred supplier agreements on an Imperial-wide basis and monitoring the efficiency and effectiveness of such agreements and of establishing supplier agreements to facilitate the consolidation of Imperial's supplier base in areas where there is relatively medium/low value purchasing activity.

Key Responsibilities

Lead and co-ordinate:

- The implementation and adoption of preferred supplier agreements covering the broad range of different supply categories including support services, IT, laboratory, specialised services and other goods and services purchased from time to time by Imperial.

- The development of a wide range of effective procurement programmes that cover a broad range of medium to low value purchasing activities covered within each of the category management plans to provide best value for money

- Lead a small number of supply categories as defined within the annual procurement plan and deliver against the finance objectives leading to savings targets across all relevant categories

- Provide professional procurement advice and consultation to departmental managers and buyers across departments that support the contract management and delivery process including from time to time the development and drafting of technical specifications, competitive tendering and supplier evaluation and selection.

- Develop procurement processes and systems that provide appropriate governance and control that ensure compliance with Imperial procedures, procurement strategy and relevant UK legislation

- Ensure the effective communication, promotion and marketing of purchasing agreements and provide professional advice/guidance as required

- Deliver cost reductions through the implementation of modern and professional strategic purchasing techniques ensuring compliance with relevant legislation

- Develop and maintain the on-line approved supplier list to help ensure appropriate Imperial preferred suppliers are used in selected categories of requirement

- Support the established of the buyer network and drive procurement activities/improvements and ensure these activities are conducted in accordance with Prince II project management methodologies

- Attend meetings with external organisations that support the ongoing development of collaborative procurement relationships that take advantage of scale economies, added value, and shared learning opportunities

- Be an active member of relevant working groups and committees and represent and promote the Procurement team to ensure that issues are raised appropriately and acted upon accordingly

Other

- Undertake relevant professional training to keep informed of current issues, policies, procedures and legislation
- To engage in other relevant tasks that align with the key responsibilities of the role.

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	**Essential (E)/ Desirable (D)**
Education	
Working towards full Member of the Chartered Institute of Purchasing and Supply (MCIPS), Or an equivalent qualification	E
Experience	
In a Procurement role working in a complex environment in either the public or private sector	E
Highly developed specialist experience and knowledge of supplier and contract management and public procurement legislation covering a broad range of supply activities	E
Demonstrable experience and knowledge of managing contract negotiations with small to medium sized suppliers and customers with detailed specialist knowledge	E
Demonstrable experience of managing procurement programmes and projects delivering important change	E
Proven ability to develop and implement contract management strategies	E
Ability to analyse external market and management reports to inform decision-making	E
Experience of taking the lead within a team of buyers, in a changing environment	E
Experience and self-sufficiency in the use of the following computer software: Microsoft Office, PowerPoint Word, Excel, Access, and Outlook.	E

Knowledge	
A working understanding of what procurement best practice looks like and how it can be leveraged to solve key business challenges and achieve value for money and good connections and access to such tools and sources.	E
Strong knowledge of data analysis techniques, with the ability to interpret complex datasets and produce meaningful insights to support business decision-making.	E
Sound understanding of cost and price management, including cost modelling, pricing strategies, and value-for-money assessments.	E
Knowledge of e-commerce and e-procurement systems, with experience in supporting digital procurement processes and system-based purchasing activities.	E
Understanding of supplier management principles, including supplier performance monitoring, relationship management, and risk mitigation.	E
Knowledge of strategic sourcing methodologies, including market analysis, category management, and supplier selection processes.	E
Understanding of contract management practices, including contract drafting, compliance monitoring, performance management, and contract lifecycle management.	E
Working knowledge of procurement legislation and regulations, ensuring procurement activities are conducted in accordance with relevant legal, regulatory, and governance requirement	E
Skills & Abilities	
Well-developed analytical and problem-solving skills with the ability to deal with, analyse and interpret conflicting evidence on which decisions are to be based, providing a range of options	E
Recommending and advising senior managers in relation to data and information	E
Well-developed communication ability to the level to understand and impart sensitive and specialist information across Imperial with the ability to deliver to diverse audiences/environments	E

Ability to use utilise a network of contacts to develop collaborative partnerships with either suppliers or other procurement forums	E
Demonstrates a strong commitment, enthusiasm, and professional drive to deliver efficiencies, achieve value for money, and support continuous improvement across procurement and commercial activities.	E
Ability to deliver to required timescales and with competing priorities	E
Able to contribute constructively to departmental objectives and work as part of a team	E
High professional standards and a track record of demonstrating commercial and business acumen	E
Demonstrates excellent quantitative and problem-solving abilities	E
Excellent oral and written skills and associated interpersonal skills	E
Excellent presentation skills	E
Strong Excel reporting capabilities with expertise in data analysis, reporting	E

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Our values are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment on our webpages.

October 2026