

FM/PROPERTY CATEGORY MANAGER
£500 per day

A purchasing, procurement and contract specialist, with extensive “Best Practice” Facilities Management and Real Estate experience across diverse business responsibilities in service and manufacturing sectors. Accomplished in managing large-scale projects, national and global and implementing measures to improve quality, compliance and cost save tracking. Extensive experience of commercial contract drafting and contract law and the ability to negotiate complex contract clauses both in the UK market, EMEA and Global markets. Accomplished strategic thinker and change manager.

A team player and an excellent communicator, highly numerate with strong bottom line focus. Enthusiastic and able to motivate staff to achieve corporate objectives.

CAREER

April 2008 to September 2008

Consultant 6 month Contract

Consulting on and formulating strategy for the global sourcing and procurement of Construction and Fit Out projects as a result of the company’s wider global footprint following the purchase of another entity. My commission also required me to undertake the same strategy for the provision of M & E services. In addition I was also asked to comment on general procurement within the Property and FM arena and offer ideas and comments. I also initiated a global furniture supply programme that when completed will offer significant savings. I also completed the contract (JCT05) for a £35m fit out project that will see the buildings occupied by 3500 people.

August 2002 to 2008

Senior Manager – Global Procurement Facilities Management/Real Estate EMEA

Senior Manager responsible for Facilities Management, Real Estate and Logistics commodities for the EMEA market. Major objectives were to create relationships with senior FM & RE customers both in UK, EMEA and U.S., audit current operations, report and drive cost savings. Also enhance the GP presence with internal customers within the European markets at all levels. Provide management and subject matter expertise where necessary to customers and also to inherited staff thus ensuring that they achieve the clearly defined targets and objectives. Also facilitate staff development through a process of training, communication and opportunities.

Completed four month assignment in Frankfurt, Germany that enabled me to understand a new culture, interact with many different people and appreciate the business from a greater European perspective. I also undertook language lessons and am able to understand some German and am continuing my lessons in the UK to become proficient. During this period I also worked out of the Madrid office for one month.

Achievements

- Validated UK savings to date in excess of \$17M
- Leading the sourcing and procurement initiatives on 3 major projects i.e. 130k Sq ft new property in central London, 70k Sq ft new location in Brighton, complete refurb of EMEA headquarters in Brighton.
- Negotiation of global agreements in liaison with U.S. and JAPA colleagues

- Led major E-Procurement initiatives in the Real Estate and Facilities Management marketplace
- Manage an influencable UK spend of \$65mm and total EMEA spend of \$100M
- Driven and assisted in Pan European validated savings to date in excess of \$7M
- Completed strategic review of UK FM service delivery provision both hard and soft services, project managed full UK FM tender resulting in appointment of new vendor and savings of \$1.3mm in first year.
- Formulated and negotiated new outsource FM contract resulting in significant service enhancements and benefits.
- Project managed full outsource FM tender in all mainland European markets where we have a presence.
- Worked in German office until end February 2005 to better understand market, complete FM & RE projects and cross functional business projects.
- Learning German language
- Raised significantly GP profile across EMEA with peers and also senior management.
- Have become the key resource and FM/RE subject matter expert to senior and executive management within EMEA
- Ensure legal and regulatory compliance with vendors
- Featured in PFM magazine as the subject of FM best practice
- Presented to the BIFM Annual Conference 2006
- Extensive travel within UK, mainland Europe and to the U.S.

August 2001 – August 2002

Purchasing Manager EMEA

The world's leading provider of still and moving pictures to the advertising, television and marketing industries. Headquartered in Seattle with the European Headquarters in London and significant offices throughout Europe, Asia and Australia.

Objectives to implement "Best Practice" purchasing across EMEA, rationalise FM services across property portfolio, introduce Purchasing and iProcurement solution within UK operations. Market the purchasing function to senior executives within the business and obtain "buy in" to the process.

Achievements

- Rationalised and leveraged all FM related services through a planned and auditable procurement process
- Successful implementation of purchasing solution
- Successful implementation of iProcurement and all user training
- Validated savings of \$1mm
- Implemented procurement procedures and gained senior management "buy in"
- Managed spend of approximately \$40mm
- Develop and maintain vendor register

2001 7 Month Interim Contract

Senior Manager-Consultant

A market leader in investment banking. Global player with offices in London, EMEA, Asia & U.S. Responsible for European procurement strategy within the FM arena. Major input into supplier selection procedures, tendering process and sourcing strategy for major FM vendors.

Achievements

- Lead procurement function within the project team to re-locate 1200 I.T. specialists from Canary Wharf Tower to refurbished offices in Westferry Circus. Project value of £22mm
- Drove savings in major areas of the project of \$1mm
- Created improved communications with RE department in U.S. head office
- Implemented and executed contracts for high value non inventory purchases for the FM & RE internal customers
- Undertook some analysis of the tender responses to an RFP for the whole of the supply of FM services in the UK and make recommendations

1998 – 2001

Senior Contracts Purchasing & Contracts Manager

The world's leading multi-national in diversified family entertainment, comprising of many autonomous business units. I was the Senior Manager supported by a staff of 6 reporting directly to the Purchasing Director based in Burbank, Los Angeles.

Achievements

- Selling of the procurement function to the heads of businesses so that I became the point of contact for all relevant procurement.
- Undertake responsibility for all FM & RE procurement issues, particularly the leveraging of multi-business unit spend
- Strategic planning with VP of RE
- Project led the procurement input of complete re-stack of European Headquarters building in Hammersmith resulting in savings in excess of \$2mm on project
- Was an integral part of new supplier sourcing initiative to pre-select and approve a suite of preferred vendors.
- Managed spend budget in excess of \$60mm
- Reduced "transactional" procurement
- Expanded responsibility for the FM & RE spend into mainland Europe
- Planning and reporting savings year on year. Total \$3.6mm

1997-1998

Purchasing Manager

A primary contractor to the telecommunications industry, principally involved in the design and placement of communications systems for industry leaders. I was headhunted to spearhead a senior management drive to improve efficiency and save costs.

Achievements

- Devised and implemented strategy to centralise a devolved purchasing structure
- Analysed the RE portfolio and implemented a planned consolidation of properties and services resulting in over £1mm savings
- Leveraged spend profile with reduced number of vendors

1989-1996

Senior Procurement Manager

A leading electronics and precision engineering company servicing the high technology military and commercial aircraft industries. My role was to undertake the strategic planning and procurement of precision machined parts from 3rd party vendors and major OEM's.

Achievements

- Promotion
- Achievement of cost reduction targets through proactive management of the supply/procurement chain
- Successful implementation of new MRPII system as integral part of the project team

Other Information

Professional membership
Computer Skills
Education and Training

CIPS & Member BIFM

Word, Excel, Powerpoint, Lotus Notes

“A” level English Literature

“O” level Maths, Physics, English,

Geography, Art & Woodwork

Leisure

Reading, and writing short stories, antique furniture restoration, photography and sport

Additional

Written articles for Supply Management

Learning German language

Marital status

Married with two children

Driving Licence

Clean and current