

Procurement Manager

Business unit	Development and Commercial
Reports to	Executive Director
Location	12 Dorset Street, Marylebone, London

Role Summary

We are appointing a Procurement Manager to take ownership of all non-construction procurement across the business. This covers both CapEx (FF&E, OS&E and other capital items outside construction procurement) and OpEx (FM services, utilities, consumables and wider operational contracts).

The role works closely with Development, Construction, Operations, Finance, Asset Management and Legal, supporting them with structured procurement, better commercial outcomes and clear spend visibility across all projects.

Construction procurement remains with the Commercial Team. This role manages everything else that sits around and alongside our projects and operating platform.

Key responsibilities

Procurement Strategy & Governance

- Put in place clear procurement policies and controls that support good governance.
- Create structured procurement plans for the main spend areas (FF&E, OS&E, FM, utilities, consumables and corporate services).
- Run competitive, transparent processes that deliver commercial value.

CapEx Procurement (Outside Construction Procurement)

- Lead procurement for FF&E, OS&E and other capital packages.
- Manage tendering, evaluation, negotiation and contract award.
- Ensure suppliers meet our standards on quality, performance and reliability.

OpEx Procurement

- Manage all operational procurement across our hotel and PBSA portfolio.
- Key areas include FM services, utilities, consumables, waste, soft/hard services and corporate contracts.
- Stay close to the Operations Team to make sure contracts deliver consistency, uptime and value.

Supplier Management and Contracting

- Build a reliable supplier base with clear expectations and accountability.
- Carry out supplier reviews and manage relationships proactively.
- Work with the Legal Team (including use of AI-enabled contract tools if appropriate) to ensure contracts are robust, clear and up to date.
- Monitor market trends and supply-chain risks across both CapEx and OpEx categories.

Financial Management and Reporting

- Support accurate budgeting, forecasting and project-level cost allocation.
- Maintain a single consolidated procurement performance document bringing together spend analysis, savings achieved and key updates.
- Review spend patterns to identify efficiencies and opportunities to improve commercial outcomes.

Cross-Functional Collaboration

- Work with the Development Team on early CapEx planning.
- Align with the Projects Team on programmes and interfaces.
- Partner with the Operations Team on performance and cost optimisation.
- Support the Finance Team with budgeting, controls and approvals.
- Work with the Asset Management Team on lifecycle planning.
- Liaise with the Legal Team to ensure contracts and obligations are clear and compliant.

Skills and Experience

Essential

- Proven procurement experience in hospitality or PBSA (hospitality strongly preferred).
- Strong understanding of CapEx procurement (FF&E, OS&E) and OpEx procurement (FM, utilities, consumables, corporate contracts).
- Experience working within or alongside an integrated real estate or operating business.
- Strong commercial, negotiation and supplier-management skills.

- Comfortable interpreting spend, understanding cost drivers and presenting clear recommendations.
- Able to work in a fast-paced, entrepreneurial environment with multiple priorities.
- Strong capability in tendering, evaluation and contract negotiation.

Preferred

- Experience working alongside a Construction / Commercial Team.
- Operational procurement experience within hotels or PBSA.
- Comfortable working with a Legal Team on contract reviews and negotiations.
- CIPS or equivalent is helpful but not essential.

Personal Attributes

- Collaborative, practical and commercially minded.
- Structured and detail-driven in approach.
- Proactive, solutions-focused and able to anticipate issues early.
- Strong communication skills - able to influence, challenge and drive clarity.
- Resilient and adaptable, with a high level of ownership and accountability.
- Aligned with Dominus' values and approach to delivering high-quality assets and operations.