JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Group Head of Procurement</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Finance</td>
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<tr>
<td>Primary job location:</td>
<td>VIRTUS Head Office (TBC)</td>
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<tr>
<td>Reporting to:</td>
<td>CFO</td>
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<tr>
<td>Direct reports:</td>
<td>None at present</td>
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About VIRTUS

VIRTUS Data Centres is the UK’s fastest growing data centre provider which owns, designs, builds and operates the country’s most efficient and flexible data centres.

In May 2023 we announced our plans to expand into continental Europe, with our first data centre due to open in Berlin in 2026, to be quickly followed by two full campuses and expansion into other countries in the pipeline.

Our purpose is to serve humanity by being an active, positive participant in the 4th industrial revolution. When we talk about our purpose, we refer to our customers’ customers; the child playing a computer game, the person watching their favourite movie, booking a medical appointment, a plane ticket, a hotel or doing their online banking; those things can’t be done if we don’t do our job.

Our mission is to consistently exceed the expectations of customers through innovative, high quality solutions and services. We employ intelligent thinkers – people with positive attitudes, who add to the quality of our customer proposition and business.

We value individual endeavour and initiative and encourage teamwork and togetherness because collective experience and expertise is VIRTUS’ greatest strength.

Job Summary

As the Group Head of Procurement of our dynamic fast-growing business, you will be the visionary force behind our procurement strategies, shaping the company’s trajectory through strategic sourcing, supplier relationships, and cost optimisation.

This is a new role in VIRTUS, and we’re looking for someone to lead the implementation and setup of the end to end strategy, policies and processes to bring us from “best efforts” to “best in class” and spearhead the adoption of best practice through the business. You will collaborate with departments across VIRTUS, and engage with suppliers to drive value, innovation, and sustainable practices, work in partnership with the Procurement team at our
parent company to ensure group level alignment, and eventually build and mentor a high performing procurement team.

Duties and Responsibilities

The role requires a candidate with a dynamic and adaptable approach, to set and deliver Procurement business objectives.

- Develop, implement and execute all procurement related activities including procurement policy & process with a bias towards automation wherever possible.
- Coverage will extend beyond existing projects in the UK to include the setup in new markets as we expand into Europe and adherence to a consistent framework across the business.

Key accountabilities and decision ownership

- Establish and update procurement strategy, policy and process that is consistent with both best-in-class practice and the wider parent group intentions.
- Ensure end to end procurement processes and activities meet the objectives of:
  - proper governance
  - cost efficiencies
  - on time delivery of projects

Lead end to end Procurement activities

- Validate requirement, launch RFQ/RFP, manage tender processes
- Sourcing of key vendors/suppliers to support project delivery
- Identify high risk suppliers and minimise the risks
- Establish a framework for the selection of vendors
- Lead negotiation and contracts closure with partners for major deals in consultation with Legal and other relevant internal stakeholders
- Drive cost optimisation initiatives

Contract Management

- Working with the Legal team, negotiate contract terms with vendors and ensure contract compliance
- Maintain a register of contracts and undertake renewals in a timely manner

Policies and Process

- Establish/develop/refine procurement processes and policies.
- Establish consistent and efficient supplier selection methods in line with Procurement Policies
• Maintain the procurement process, workflows and policies, ensuring relevance to the business and alignment to the Group's objectives
• Ensure strict compliance to Purchase policy
• DOP/DOA adherence for all PO and decisions
• Ensure fairness & transparency in decision making

E-Procurement system

• Establish/review/ensure adherence to the procurement system for all procurement activities using the S/4 Hana Ariba system

Cost management & savings

• Develop cost-optimisation initiatives and strategies that enhance the organisation's performance
• Monitor procurement activities to ensure adherence to budgetary constraints while maintaining quality standards

Stakeholder management

• Early engagement with stakeholders to facilitate the correct scope, vendors and commercial model
• Preparation of procurement papers to the procurement steering committee/EXCO/Board
• Accountable for monitoring SLA performance with key project suppliers

Supplier engagement

• Periodic supplier governance meetings

Team Development

• In time, develop and propose the scope and structure of a team, and once approved hire, lead and develop a procurement team in VIRTUS

What success looks like in 12 months’ time:

• Positive organisational impact - your contributions will play a pivotal role in driving overall business behaviour and growth in this area. Stakeholders in the business will have adopted and adhere to the policies you have implemented.
• Compliance adherence – your processes and systems will be documented and comply with internal and external audit requirements, with a view on developing our maturity as we transition towards SOX-level testing
• **Cross-functional collaboration** – you’ll have streamlined and coordinated procurement activities, enabling team members across the business to focus more of their time on their own areas of expertise

• **Cost optimisation and savings** - by implementing innovative and efficient procurement processes, you’ll have significantly impacted the company’s bottom line, reducing both Opex and Capex costs.

• **Procurement plans and resourcing** – the business will be embracing and executing the tactical and strategic procurement plans you have put forward and taking a stepped approach to establishing a procurement team to support the plans.

Any other reasonable requests made by your line manager.

### Person Specification

• Degree-level or equivalent education
• Significant experience (>10 years) in end-to-end procurement strategy and process, preferably in a related industry
• Strong commercial, negotiation and analytical skills
• Ability to think strategically and translate strategy into deliverable plans and processes
• Ability to communicate and engage effectively with stakeholders at all levels
• Team player, able to influence effectively with strong communication skills
• Ability to work independently under tight timelines
• Experience in e-Procurement (e.g., Ariba) and e-Auction tools is essential
• Knowledge of construction and engineering procurement, industry standards and other project-related activities, and their interfaces and interdependencies
• Strong communication and decision-making skills, ability to manage conflicting interests and priorities

In line with VIRTUS’ Vetting Policy, the successful applicant must be willing to undergo a BS7858 screening process.

Ability to demonstrate the VIRTUS values of helpfulness, care, reliability, dedication and pride will be an important factor in the selection process for the role

### Remuneration package and benefits:

• Competitive salary
• Private healthcare
• Pension contribution scheme
- Eye and dental care benefit
- Discretionary bonus
- Income Protection
- Life Assurance
- Cycle to work scheme
- Annual travel card loan
- Tech Scheme
- Electric car scheme
- Workplace extras - Byond card and Extras discount

VIRTUS is an equal opportunity employer. As part of our commitment to fight for equality, we work to ensure a fair and consistent interview process. We celebrate diversity and we are committed to an inclusive work environment.

If you are interested in this role, please email your CV to careers@virtusdcs.com

We reserve the right to close this post for applications should sufficient applications be received.