



## JOB DESCRIPTION

**JOB TITLE:** Senior Buyer (1 year fixed term)

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Retail

**LOCATION:** St. James's Palace

**REPORTING TO:** Retail Director

### Job Context

Royal Collection Trust is a department of the Royal Household and the only one that undertakes its activities without recourse to public funds. It incorporates a charity regulated by the Charity Commission and the Office of the Scottish Charity Regulator, The Royal Collection Trust, and its subsidiary trading company, Royal Collection Enterprises Limited.

Royal Collection Trust is charged with the care and preservation of the Royal Collection and its presentation to the public. The Royal Collection is one of the largest and most important art collections in the world. It comprises almost all aspects of the fine and decorative arts, runs to more than a million objects and is spread among some thirteen royal residences and former residences across the UK. At The Queen's Galleries in London and Edinburgh and in the Drawings Gallery at Windsor Castle aspects of the Collection are displayed in a programme of temporary exhibitions. Many works from the Collection are on long-term loan to institutions throughout the UK, and short-term loans are regularly made to exhibitions around the world as part of a commitment to broaden public access and to show parts of the Collection in new contexts. The works of art in the Royal Collection are held by The Queen in trust for her successors and the nation.

Royal Collection Trust is responsible for the management and financial administration of the public opening of Buckingham Palace (including The Queen's Gallery, the Royal Mews and Clarence House), Windsor Castle (including Frogmore House) and the Palace of Holyroodhouse (including The Queen's Gallery). The monies generated from admissions, and from associated commercial activities are invested in the care and conservation of the Royal Collection and the promotion of access and enjoyment through exhibitions, publications, loans and educational activities.

Royal Collection Trust's retail business has an annual turnover of nearly £20million. It operates out of eight permanent and two seasonal onsite shops, through select partners and increasingly via the online shop. Royal Collection Trust sells approximately 2000 different items, ninety percent of products are exclusive to Royal Collection Trust, and great emphasis is placed on supporting UK manufacturing.



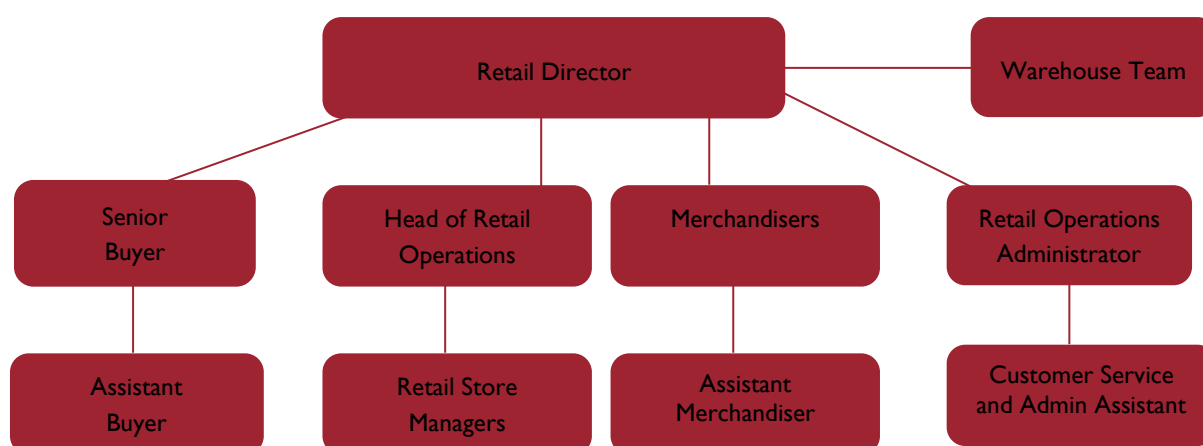
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T. +44 (0)20 7839 1377, F. +44 (0)20 7839 8168, [www.royalcollection.org.uk](http://www.royalcollection.org.uk)

Royal Collection Enterprises Ltd is a company registered in England and Wales (2778486). Registered office: York House, St James's Palace, London SW1A 1BQ

This document is not contractual and may be subject to change following consultation with the post-holder



## Organisational Chart



## Job Purpose

The Job Holder is responsible for the initiation and development of circa 200 new items per year across changing categories for sale in 6 discrete sites (Buckingham Palace, Royal Mews, Queen's Gallery, Clarence House, Windsor Castle and The Palace of Holyroodhouse) plus on line contributing to sales of an estimated £19m.

## Principal Accountabilities

To source and develop high quality ranges of merchandise for each trading location that fulfils the business criteria of relevance, appropriateness and profitability.

To ensure the product range is balanced in terms of target market and price point, reflects the seasonal trends in our visitor mix and can be effectively merchandised and displayed within our shop fit.

To keep abreast of current retail trends and visit suppliers and Trade Fairs both in the UK and abroad to de risk our supply base and maintain a competitive edge but focussing on UK manufacture where possible.

To identify a core base of appropriate suppliers in all product areas, preferably in the UK, and ensure that they are fully briefed in accordance with our terms and conditions of trade and our ethical and sustainable criteria.

To work with the Production Controller and other members of the creative team regarding all product aesthetics and manage the work of the Assistant Buyer to ensure all development is consistent in regard to style and taste level.

To become familiar with visitor interpretation, and exhibition content at each site, to ensure that the product offer links with the visitor experience and retains consistency and relevance.

To oversee the production of product information on new merchandise to sales staff, identifying features, benefits and selling points.

To work with merchandising staff to identify appropriate stock levels by line by shop to optimise both sales and display without needlessly over committing merchandise.

To visit all trading locations and assist with display and presentation techniques, in particular assisting the setup of the Buckingham Palace Summer Opening.



To keep abreast of all retail trends and visit shows and exhibitions, competitors and other retailers as appropriate.

### Job Dimensions

In 2018/2019, the Retail team had total sales of £23.5m. The Buying team is responsible for c.3 million units through 12 retail outlets and 20 wholesale accounts. eCommerce business is growing and the post holder will liaise closely with the eCommerce team.

The Job Holder has line management responsibility for the Assistant Buyer.

### Decision Making Responsibilities

The post-holder is expected to take all buying decisions on a day to day basis dealing with most product issues without reference. Only complex and strategic decisions would be referred to the Retail Director.

### Practical Requirements

The post-holder is principally based at St James Palace and is contracted to work 37.5 hours, Monday to Friday. However, due to the nature of the role the post-holder may be required to work longer hours and flexibly. On occasion, the post-holder may also be required to travel both nationally and internationally in order to attend exhibitions and trade shows.

### Person Specification

- Educated to degree level (or equivalent) with a thorough knowledge of the principles of retail buying.
- Significant buying/product development experience at a senior level in a reputable organisation and have good commercial acumen.
- Proactive and innovative, with a high degree of creativity and flair, especially in visual range development, mindful of lead times and critical deadlines.
- Excellent communication and negotiating skills, with the ability to build strong working relationships both internally and externally,
- Proven ability to work effectively as part of a team.
- Line management experience.
- Familiar with retail trends at both the designer and street level, and able to apply this knowledge to your work.
- Have good numeracy and analytical skills, with the ability to extract, interpret and present data to influence business decisions.



## The Royal Household

- Excellent project-management and organisational skills, with the ability to work under pressure and prioritise.