

JOB DESCRIPTION**JOB TITLE:** Procurement Manager**REPORTS TO:** Director of Development**DEPARTMENT:** Development Department**RATE OF PAY:** £42,821 - £48,848 per annum pro rata**DATE:** November 2021**ROLE PURPOSE:**

Oversee the procurement function in terms of procurement compliance, as well as oversight of the procurement process (from inception to contract award) with external suppliers/bidders.

Key Area**Key Activities**

Compliance of Procurement Processes & Policies

- To have policies/working protocols in place in respect of the;
 - Public Contract Regulations
 - Relevant CPD Guidance, Procedures and Principles
 - Procurement Section of the Housing Association Guide, as well as the Associations ISO Procedures
- Lead and oversee the Corporate Procurement Strategy and keep this under review in light of amendments to CPD Guidance/Regulations etc.
- Maintain accurate Procurement Audit Files to demonstrate procurement compliance.
- Liaise with CPD/ the Housing Centre of Procurement Excellence (COPE) or other specialist procurement advisers as and when required.
- Establish and maintain a Register of all procurement activities.
- Work with Directorates at the budgeting period to identify annual procurement requirements for inclusion in the Procurement Strategy and Plan.
- Lead and oversee the delivery of the Annual Procurement Plan, providing a quarterly report on this to the SMT and Development Committee.
- Lead and oversee the entire procurement process with suppliers and bidders, including responding to clarification notices, having regard to strategic implications and reputational matters, taking legal advice as appropriate.
- Manage the expiration of contracts to ensure the close down, in line with the contract conditions and compliance in relation to data protection.
- Provide a summation of the key contract conditions, social value and KPIs at the outset of each contract award for monitoring purposes during the contract period to ensure compliance.
- Produce a quarterly efficiencies report including non cashable benefits across the procurement function to SMT/Property Committee.
- Lead/innovate new procurement models, opening opportunities for Apex.
- Report on any non compliance issues to the Director of Development/SMT.
- Advise/assist in relation to the;
 - Production of Pre qualification Questionnaires
 - Information Memorandums
 - OJEU Advertisements
 - Evaluation assessment criteria including relevant and specific project quality questions, specifications

| | |
|---|---|
| | <ul style="list-style-type: none"> - Select list/tender reports and Contract Documents, to ensure procurement compliance. ▪ Prepare relevant Mini Competition Documentation as required. ▪ Co-ordinate the collation of Key Performance Indicators on the performance of Consultants and Contractors and report on this as required, ensuring feedback to Construction online in accordance with our Procedures. ▪ Engage in benchmarking both in and outside of the sector to ensure best practice in procurement. ▪ Ensure prompt processing of invoices in line with the Associations Financial Regulations/agreed internal control measures and delegated financial approval limits. ▪ Link into procurement clubs, groups etc as required. ▪ |
| <u>Identification of Efficiencies</u> | <ul style="list-style-type: none"> ▪ Identify joint ways of working and take the lead to ensure procurement compliance for any joint activity being undertaken. ▪ Report on the progress of these joint activities drawing out any item of concern in terms of procurement compliance that could affect the Association reputation. |
| <u>Identification of risk in relation to Procurement</u> | <ul style="list-style-type: none"> ▪ Deliver attractive and sustainable procurement solutions, identifying risks as appropriate and how these may be managed/mitigated. ▪ Proactively identify any new risks to the Director of Development and how these could be managed/mitigated and provide quarterly assurance that mitigating actions in the risk register are in place. |
| <u>Policy & Procedures</u> | <ul style="list-style-type: none"> ▪ Operate the policy and procedures relating to voids. Ensure that voids are minimised, and rental income is maximised through the efficient use of the allocation process. ▪ Gain a knowledge and understanding of the policies, procedures and performance measures relevant to the Senior Allocation Officer role, continually reviewing any changes that may impact on role, assisting with reviewing and implementing policies, systems and procedures as appropriate. ▪ Provide feedback on a regular basis with regard to operation of the Association's policies and procedures, recommending changes where appropriate. ▪ Review policies as required in accordance with the Association's policy timetable |
| <u>Reporting</u> | <ul style="list-style-type: none"> ▪ Assist with completion of the Development Sub-Committee reports. ▪ Assist with the completion of relevant sections of the annual DfC return, HouseMark benchmarking exercise, NIFHA returns and Apex AGM / Business Plan statistics. ▪ Ensure performance measures are monitored and reported on an ongoing basis, highlighting areas of concern immediately. ▪ Attend meetings with the Development Department as required, providing appropriate feedback to the department on the areas within your responsibility |
| <u>General</u> | <ul style="list-style-type: none"> ▪ Work with colleagues to ensure the best possible service is delivered to tenants at all times. ▪ Deputise in the absence of the Director as required in relation to procurement or other strategic matters. ▪ Ensure Apex's ethos and values underpin service delivery in area of responsibility. ▪ Be an ambassador for Apex at all times. ▪ Provide the highest quality of service incorporating the principles of Continuous Improvement, working to continually improve standards promoting the Association to its customers and contacts. ▪ Foster good working relationships with the general public and all external agencies. ▪ Provide input into the development, operation and updating of policies, procedures and systems within the Development Department. ▪ Attend inter agency meetings and promote the aims of Apex. ▪ Comply with the Association's policies and procedures relating to Fair Employment and Equal Opportunities and ensure a neutral working environment is maintained at all times. |

| | |
|-----------------------------|--|
| | <ul style="list-style-type: none"> ▪ Ensure compliance with GDPR legislation, policies and procedures in relation to the release of information. ▪ Implement the Associations policies, procedures, codes and initiatives with regard to customer care and health and safety. ▪ Respect the confidentiality of all information received as a result of the post-holders duties. ▪ Attend meetings and training at various locations as and when required. |
| <u>Miscellaneous</u> | <ul style="list-style-type: none"> ▪ Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work. <p>No job description can cover every issue which may arise within the post at various times, this job description is not a rigid or inflexible document but provides guidelines regarding the duties expected while in post. Other duties may be assigned when deemed necessary by the Director of Development</p> |