

## > Homes > Commercial and Planned Investment

### What's it all about

You will provide leadership and expertise surrounding managing our procurement programme and ensuring procurement compliance for teams who manage procurement directly.

In doing so, you will facilitate the Homes directorate in delivering our strategic and operational objectives and ensure that NHG residents get a high quality service that delivers value for money.

### How you'll make a difference

You will support teams to prioritise their procurement programme and will be the conduit with the centralised procurement team to effectively procure new contracts, ensuring that we get the right outcome for the business and our customers.

You will support and assist project managers across teams which self-deliver procurement to effectively and compliantly procure contracts.

You will ensure all new contracts are procured on time, to a high quality and within budget ensuring that they deliver against the customer priorities in the customer strategy.

Work closely with the Commercial & Contracts Manager to ensure lessons learnt from existing contracts are considered in new procurement activities.

Support the Assistant Director of Commercial & Planned Investment

### How you'll do it

The key accountabilities of the role will be:

#### Procurement Activity

- To design, maintain and manage the delivery of the directorate's procurement forward plan.
- To work with the Procurement team or relevant teams who self-deliver procurement exercises to ensure all contracts are procured in a

compliant manner, ensuring the promotion of best practice.

- Drive and promote value-for-money in relation to procurement, with consideration of both cost and quality.
- To work with the Commercial & Contracts Manager on the formal variations, novations and extensions to existing contracts including ensuring there is clear reporting on upcoming contract expirations.
- To lead on undertaking options appraisals for upcoming procurements across the Homes directorate.
- To work with the Commercial & Contract Manager and Design, Technical & Sustainability and Procurement teams to establish commercial relationships with key material suppliers (Boilers, Kitchens, Sanitaryware etc.) and to support in the strategic alignment of specifications.
- To work with the procurement team to maintain approved supplier lists and to explore third party framework agreements.
- To manage applications to join any DPS managed by the directorate.
- To support the Assistant Director of Commercial & Planned Investment in ensuring contract drafting is up to date and reflects industry norms including but not limited to letters and deeds of appointment and amendments to JCT MTC and D&B forms.

#### Monitoring and Auditing

- To support the procurement team in maintaining a centralised list of all live contracts across Homes.
- To support commercial and contracts manager with setting and updating KPI performance.
- To work with the procurement team to undertake audits, including reviewing spend against contracts.
- To analyse data and provide insights to support upcoming procurement exercises.
- Maintain and develop cost benchmarking tools for consultant fees and works costs, using internal and external data.



### Policies, procedures and training

- To provide input on behalf of the department to changes in procurement related policies and procedures.
- To manage and monitor the delivery of any departmental procedures.
- To train relevant colleagues across the department on any changes to policies and procedures.
- To support colleagues in growing their knowledge and skills relating to procurement.
- To work with the procurement team on the implementation of any changes relating to the Procurement Act.

### Supply Chain Management

- To work with the Commercial & Contracts Manager to deliver strategic communications with our supply chain with your role taking a particular focus on framework suppliers without existing contracts

### General

- Contribute to an agenda of continuous improvement for business operations and product development to support the strategic objective of delivering good quality homes in great places to our customers.
- Ensure you follow the financial regulations, policies and procedures at NHG.
- Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others.
- Compile periodic reports on procurement and supply chain matters to the Homes directorate and NHG governance community as required.
- To support colleagues with any procurement related reporting that is required.

## All about you

### **Behaviours for success**

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](#). This role is at manager level

### **Essential knowledge, experience and skills including qualifications and professional membership**

- A relevant construction management, commercial management or procurement related qualification at minimum of level 4 (Higher National Certificate) or equivalent experience
- Attention to detail.
- Ability to analyse data and providing insights to colleagues.
- A proactive approach to work, providing suggestions and solutions to challenges.
- Strong analytical and creative problem-solving skills with the ability to collate, analyse and present qualitative and quantitative data.
- Excellent communication skills – both written and verbal (including presenting).
- Experience of public sector Procurement and understanding of Public Contract Regulations and Procurement Act
- Experience of contractor, stakeholder and resident relationship management
- Knowledge of contracts and supply chain arrangements in property development and construction.
- Ability to manage a varied workload and deliver to deadlines.
- Advanced IT and systems skills including Microsoft office