L&Q Group

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| Role title | Procurement Specialist – Construction Refurbishment Projects, Programmes & Services and Building Services | | | Date | December 2018 | |
| Reports to Title | Procurement Manager | | | Version |  | |
| **DBS Disclosure Required:** | **No** | | | | | | |
| **Responsibility for End Results** | | | | | | |
| Purpose: | | | | | | |
| To lead the process for procuring contracts for a variety of building services, construction refurbishment projects, programmes and services to meet legal requirements and deliver value for money. | | | | | | |
| Key Responsibilities / Deliverables: | | | | | | |
| **Main Accountabilities:** List the major activities or functions necessary to achieve the job’s end results. The percentage of time spent on each of these should add up to 100%. (Maximum 200 characters per accountability) | | | | | | ***Time***  ***(%)*** |
| 1. Work collaboratively with the Procurement Team to deliver an excellent procurement service for the Group. | | | | | | 10 |
| 1. Procure large-scale contracts, ensuring compliance with all relevant legislation including EU procurement regulations. Take responsibility for the day-to-day planning and organisation of procurement projects. | | | | | | 20 |
| 1. Produce tender and contract documents, including Key Performance Indicators in liaison with other teams and external advisors (where appropriate) to ensure contracts achieve value for money through innovative packaging, cost savings and improved service levels. Liaise with client and the Leasehold Services Team to ensure that, where necessary, legally compliant leasehold consultation is undertaken, to enable delivery of the Procurement Programme. Liaise with the H&S team to ensure all contracts incorporate the necessary health & safety requirements. | | | | | | 25 |
| 1. Working with internal and external customers, evaluate procurement options for contracts including the use of external frameworks, incorporating management of the supply chain where appropriate. Maintain relationships with key stakeholders and partners including external contractors, solicitors, residents and other Housing Associations. | | | | | | 10 |
| 1. Take responsibility for identifying, incorporating and reporting cost and efficiency measures included in procurement projects. Produce detailed reports at key stages of the procurement process to ensure targeted cost savings are met. Ensure that iBuy data is analysed to identify and deliver potential procurement savings. | | | | | | 15 |
| 1. Ensure regulatory and governance compliance. In particular, comply with the legal requirements regarding publicly funded procurement including relevant notifications via the Official Journal of the European Union (OJEU). Monitor contracts in liaison with other teams to ensure compliance with contract conditions and make recommendations to ensure continuous improvement. | | | | | | 10 |
| 1. Maintain the necessary relevant Trust records and systems to ensure transparency and a clear audit trail. Update L&Q’s supplier list and manage registers in line with the relevant policies and procedures. | | | | | | 5 |
| 1. To be aware of and manage risks associated with areas under the jobholder’s control having particular regard to potential penalties for non-compliance with EU legislation. | | | | | | 5 |
| **Financial Responsibility:** No direct budget responsibility. Responsible for procurement of a proportion of L&Q’s annual spend. | | | | | |  |
| **People Responsibility:**  Indicate below the typical number of employees for which the role has supervisory/management responsibility. If the number varies, indicate an average or a range. | | | | | |  |
| **Total** **Employees** | | ***Direct Reports*** | ***Indirect Reports*** | | | |
| **None** | | ***None*** | ***None*** | | | |
| Please list below any outsourced service providers that are typically managed by the role (e.g. payroll), or any functional/project management responsibilities:   * Management of multi-disciplinary project teams for each procurement * Management of legal advisors and external consultants | | | | | | |
| **Knowledge, Skills and Abilities** | | | | | | |
| Describe the knowledge, skills and abilities required for the job. Include the need for any academic, vocational or professional qualifications. | | | | | | |
| Experience in EU public sector procurement - **Essential** | | | | | | |
| 1. Experience of high value complex procurements - **Essential** | | | | | | |
| 1. Experience in building services, construction refurbishment projects, programmes and services related procurement - **Desirable** | | | | | | |
| 1. Knowledge of and experience of drawing up contracts such as JCT, TPC and other bespoke contracts - **Essential** | | | | | | |
| 1. Knowledge and understanding of leaseholder consultation process - **Desirable** | | | | | | |
| 1. Able to work collaboratively with others across the business - **Essential** | | | | | | |
| 1. Able to demonstrate commercial and financial acumen, must be able to articulate the benefits of defined procurement process - **Essential** | | | | | | |
| 1. Excellent communication skills, able to prepare detailed tender/contract documentation and reports to agreed standards - **Essential**. | | | | | | |
| 1. Excellent project management and organisational skills - **Essential** | | | | | | |
| 1. Able to work on own initiative independently - **Essential** | | | | | | |
| 1. Ability to manage changing priorities - **Essential** | | | | | | |
| 1. Ability to analyse complex financial data - **Essential** | | | | | | |
| 1. Relevant qualification - CIPS Membership - **Essential** | | | | | | |
| 1. MS Office suite (Word, Excel, Outlook, - **Essential** MS Project - **Desirable)** | | | | | | |
| **L&Q Values** | | | | | | |
| These are our guiding principles. They describe how we deliver our mission and vision through our  behaviours and actions. | | | | | | |
| **People** | | | | | | |
| * We care about the happiness and wellbeing of our customers and employees | | | | | | |
| **Passion** | | | | | | |
| * We approach everything with energy, drive, determination and enthusiasm | | | | | | |
| **Inclusion** | | | | | | |
| * We draw strength from our differences and work collaboratively | | | | | | |
| **Responsibility** | | | | | | |
| * We own problems and deliver effective, lasting solutions | | | | | | |
| **Impact** | | | | | | |
| * We measure what we do by the difference we make | | | | | | |
| **Other** | | | | | | |
| * Commit to supporting L&Q’s environmental policy and social mission * I will comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks | | | | | | |