|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Role title | Procurement Specialist - Technology | | | Date | March 2021 | |
| Reports to Title | Head of Procurement | | | Version | 1 | |
| **DBS Disclosure Required:** | **No** | | | | | | |
| **Responsibility for End Results** | | | | | | |
| Purpose: | | | | | | |
| To lead the process for procuring services and supplies contracts for a variety of category requirements, agreeing and delivering procurement strategies and value for money, whilst meeting UK Procurement Legislation obligations. | | | | | | |
| Key Responsibilities / Deliverables: | | | | | | |
| **Main Accountabilities:** List in order of priority, 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%. | | | | | | ***Time***  ***(%)*** |
| 1. Work collaboratively with the L&Q Group Procurement Team to deliver an excellent procurement service for the L&Q Group. | | | | | | 10 |
| 1. Procure large-scale contracts, ensuring full compliance with all relevant legislation including Public Contracts Regulations. Take responsibility for the day-to-day planning and organisation of procurement projects. | | | | | | 20 |
| 1. Produce tender and contract documents, including specifications, service levels and related key performance indicators in liaison with other teams and external advisors (where appropriate) to ensure contracts achieve improved value for money and cost optimisation. Liaise with client(s) and the Stakeholder Team to ensure that, where necessary, legally compliant leasehold consultation is undertaken, to enable delivery of the Procurement Programme. | | | | | | 25 |
| 1. Working with internal and external customers, evaluate procurement options for contracts including the use of external frameworks and consortia, incorporating management of the supply chain where appropriate. Maintain relationships with key stakeholders and partners including suppliers, contractors, solicitors, residents and other Housing Associations. | | | | | | 10 |
| 1. Take responsibility for identifying, incorporating and reporting cost and efficiency measures included in procurement projects. | | | | | | 15 |
| 1. Ensure regulatory and governance compliance. In particular, comply with the legal requirements regarding publicly funded procurement, the Public Contracts Regulations and L&Q Group’s Procurement Policy & Procedures. 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 Group records and systems to ensure transparency and a clear audit trail. Update L&Q’s Contracts Register. | | | | | | 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 Public Contracts Regulations. | | | | | | 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. | | | | | | |
| Comprehensive and demonstrable experience in applying Public Contracts Regulations knowledge to the management of end to end procurement activity and utilising different tender approaches as appropriate - **Essential** | | | | | | |
| 1. Experience of delivering high value complex Technology procurements - **Essential** | | | | | | |
| 1. Experience in Technology related procurement - **Essential** | | | | | | |
| 1. Knowledge of and experience of drawing up contracts - **Essential** | | | | | | |
| 1. Knowledge and understanding of the 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 Qualified (or studying towards) - **Desirable** | | | | | | |
| 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 * 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 | | | | | | |