



**watmos**  
COMMUNITY HOMES

# Recruitment Information

## Procurement Officer





# Contents

Letter to Applicants
Job Advertisement
Job Description and Person Specification
Principal Terms and Conditions
About Watmos Community Homes





# Letter To Applicants

January 2025

Dear Applicant,

**Re: Procurement Officer (Hybrid or Remote Working)**

**Main Office Locations: Walsall, West Midlands (WS1 1SZ) and Lambeth, London (SE11 6EE)**

**Full-time (part-time working across 4 days may be considered).**

Thank you for responding to our recent advertisement for the post of **Procurement Officer**.

To apply you should upload your CV and complete some basic details on our recruitment site, which can be reached by clicking [here](#)

Further information about Watmos can be found on our web site [www.watmos.org.uk](http://www.watmos.org.uk)

Before completing your online application, please read the job description and the person specification carefully. The selection panel will only shortlist applicants who have demonstrated on their CV that they meet the criteria on the person specification. Consider how all your education, training, skills and experience relate to your application.

Should you have any questions or have special requirements please e-mail [recruitment@watmos.org.uk](mailto:recruitment@watmos.org.uk) or contact Jen Medza, Human Resources Assistant on 01922 471910.

- The closing date for receipt of applications is **26<sup>th</sup> January 2025**.
- Shortlisting will take place by **28<sup>th</sup> January 2025**.
- Interview process will take place on **4<sup>th</sup> February 2025**.

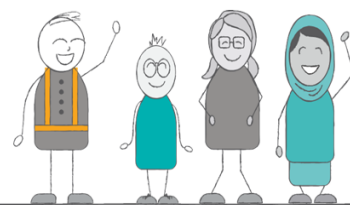
Should you have any questions regarding the application process please do not hesitate to contact me.

All the very best with your application.

Yours sincerely,

*M. Anderson*

Michael Anderson  
**Head of Human Resources**





# Advertisement



**watmos**  
COMMUNITY HOMES

Leading the way in resident empowerment Watmos' unique approach has put it at the forefront of transforming communities, providing great homes and exceeding expectations. We are seeking an outstanding and dedicated individual who shares our passion for improving people's lives.

## Procurement Officer

**£40,000 plus many benefits. Hybrid or Remote Working.**

**Office Locations: Walsall, West Midlands (WS1 1SZ) and Lambeth, London (SE11 6EE)**

**Full-time (part-time working across 4 days may be considered)**

This role involves overseeing the procurement process to ensure the organisation acquires cost-effective goods, services, and contracts while complying with legal and policy requirements. You will be responsible for creating and implementing procurement strategies that align with organisational goals and budgets, managing the tendering process, and negotiating contracts with suppliers. Additionally, you will track supplier performance and procurement activities to ensure adherence to contracts, service level agreements (SLAs), financial regulations and legal obligations.

You will also ensure that all records are handled in accordance with Data Management and Information Governance policies, relevant legislation, codes of practice, and contractual commitments, while staying informed of changes in procurement law and industry best practices.

The ideal candidate will have solid procurement knowledge and experience, including expertise in tendering, negotiation and supplier management, as well as familiarity with computerised financial systems within the housing, public or non-profit sectors. Strong computer skills, particularly in Word and Excel (at an intermediate level), are essential, along with the ability to plan and prioritise tasks effectively to meet targets and deadlines.

We are genuinely proud of our diversity, our people, our values, our homes and our achievements and you will support our ongoing evolution.

In line with our ethos as an organisation we are committed to creating a diverse and inclusive organisation with a sense of belonging, where everyone knows their opinions matter and their talents can be fully utilised. We encourage applications from those of all backgrounds and strongly value having a workforce that includes people who have different life experiences.


### To download a recruitment information pack and apply:

**Visit:** <https://watmos.current-vacancies.com/Careers/Watmos%20VSP-1722>

**e-mail:** [recruitment@watmos.org.uk](mailto:recruitment@watmos.org.uk)

**Write to:** Jen Medza, Human Resources Assistant  
Watmos Community Homes, 116-120 Lichfield Street,  
Walsall, West Midlands, WS1 1SZ

**Closing Date:** 26<sup>th</sup> January 2025





# Job Description

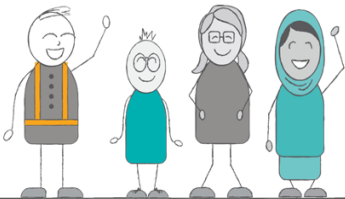
<b>Job Title:</b>	Procurement Officer
<b>Department:</b>	Finance
<b>Responsible to:</b>	Head of Finance
<b>Responsible For:</b>	None
<b>Significant Relationships:</b>	Watmos Staff TMO Committee Members Suppliers and contractors Residents & leaseholders External organisations

**Location:** Main office locations: Walsall, West Midlands and Lambeth, London.  
Hybrid or remote working

**Special Conditions:** Occasional weekend and evening work may be required

## Job Purpose

- Managing the procurement process to ensure the organisation secures value for money goods, services and contracts while adhering to legal and policy requirements.
- Supporting the organisation in achieving operational efficiency, delivering high-quality outcomes and fostering strong relationships with suppliers and internal stakeholders.

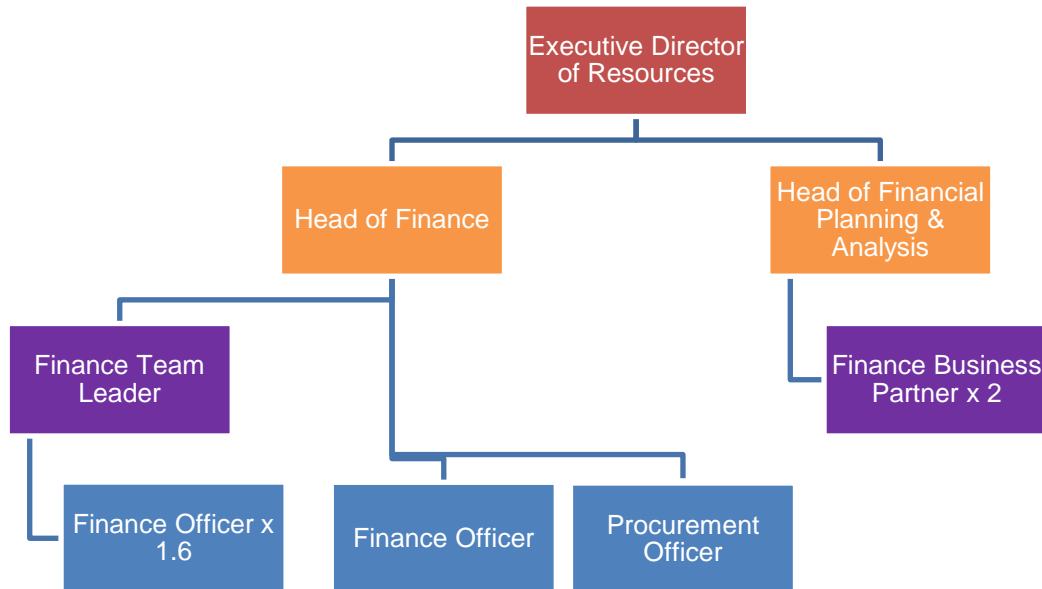






# Job Description

## Team Structure



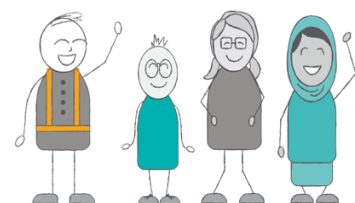
## Key Responsibilities

### Procurement Strategy and Operations:

- Develop and execute procurement plans in alignment with organisational goals and budgets.
- Manage the tendering process, including preparing invitations to tender, evaluating bids and making recommendations.
- Negotiate contracts with suppliers to achieve the best possible terms, including cost, quality and delivery metrics.
- Monitor supplier performance to ensure compliance with contracts and service level agreements (SLA's).
- Ensure all procurement activities align with the organisation's procurement policy, financial regulations, and legal obligations.
- Manage and maintain the contracts register.

### Compliance and Risk Management:

- Maintain compliance with procurement legislation and guidelines, ensuring audits and reviews meet required standards.
- Identify and mitigate risks related to procurement, such as supplier reliability and contract management.
- Keep up to date with changes in procurement law and best practices, advising the organisation on necessary adjustments.





# Job Description

## Financial and Performance Management

- Monitor expenditure against procurement budgets, providing regular reports to senior management.
- Conduct cost analysis and clearly identify opportunities for savings and efficiencies.
- Implement key performance indicators (KPIs) for procurement and monitor progress against targets.

## Stakeholder Engagement and Collaboration

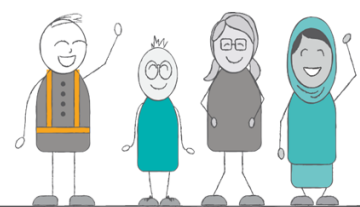
- Work collaboratively with internal departments to understand procurement needs and provide expert advice.
- Build and maintain strong relationships with suppliers, fostering partnerships and ensuring ethical procurement practices.
- Deliver training and guidance for staff on procurement policies, procedures and best practices.

## Sustainability and Social Value

- Integrate sustainability and social value considerations into the procurement process, supporting the organisation's environmental and community objectives.
- Encourage the use of local suppliers and small businesses where appropriate.

## General Duties:

- I will act in accordance with the provisions of Data Protection legislation (as amended).
- I will ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies, relevant legislation, codes of practice or contractual obligations.
- I will comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974.
- I will act in accordance with the organisation's Health and Safety and Safeguarding policies and notify my line manager promptly if there are any concerns.
- I will participate in and undertake with staff I line manage regular one-to-ones/continuous appraisal on Open Blend and undertake any relevant training.
- I will work in accordance with the organisation's policies, local operating procedures and those of external regulator or professional bodies.
- The list of duties is not exhaustive; the line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.





# Job Description

## What I value and how I will behave:

I can demonstrate and apply Watmos Values:

- We are stronger together – we value diversity of talents, perspectives and experiences of our people. We work collaboratively to foster creativity, challenge constraints and achieve shared goals.
- We are caring – we work for the wellbeing and safety of our people, showing empathy and understanding. We take responsibility for our environment.
- We are community-focussed – we provide support to develop the skills, health and wellbeing of residents and build the capacity of community groups to help support thriving communities.
- We have integrity – we are sincere and act with honesty and fairness. We keep our promises and are accountable for what we do, how we work and our decision-making.
- We strive for excellence – we constantly review and improve how we do things. We take pride in our work. We make decisions that drive value for money and social impact.
- We are agile – we are adaptable, resourceful, and dynamic. We innovate to rise above challenges and to make best use of our resources.







# Person Specification

		ASSESSED	
		ON APPLICATION FORM	AT INTERVIEW PROCESS
<b>Qualifications</b>			
1.	5 GCSEs (A-C, 4-9) or equivalent. Possesses or studying towards a procurement qualification (desirable) Or qualified by experience to equivalent level.	✓	
<b>Professional Knowledge and Experience</b>			
1.	Knowledge and experience of procurement, contract managements.	✓	✓
2.	Experience in tendering, negotiation and supplier management.	✓	✓
3.	Knowledge and experience of utilising computerised financial systems.	✓	✓
4.	Experience of procurement within the housing, public or not for profit sector.	✓	✓
<b>Skills and Abilities</b>			
1.	Commitment to resident management, involvement and empowerment.		✓
2.	Strong computer skills including ability to use Excel at an intermediate level and Word.	✓	✓
3.	Able to plan and prioritise own workload and meet internal targets and deadlines.		✓
4.	Excellent analytical skills with the ability to interpret data and make decisions.		✓
5.	Able to show integrity and maintain confidentiality.		✓
6.	Commitment to fairness, equality and diversity.		✓
7.	Demonstrate enthusiasm, drive and initiative.		✓
<b>Flexibility and Commitment</b>			
1.	Commitment to attending evening and weekend meetings and events as required.		✓
2.	Willingness to contribute to and be actively involved in Watmos tenant involvement and community empowerment activities and events.		✓
3.	Willingness to travel efficiently around the UK as required.		✓





# Benefits

## My Pay

- Competitive salaries, which are benchmarked regularly.
- Salary reviewed annually.
- Enrolment into a pension scheme (4% employee contribution, 5% employer contribution). Opt-out available.
- Enhanced maternity, paternity, adoption and shared parental pay.
- Enhanced sick pay for when you really need it.
- Travel to work loans.
- Electric vehicle car lease salary sacrifice scheme.
- Considerable savings via our high street discount schemes – retail, travel, gym and leisure discounts.
- Enhanced travel expenses.
- Additional pay when working away from home for more than a night.
- Free professional subscriptions.
- Free car parking.

## My Wellbeing

- 25 days annual leave rising to 30 days.
- 8 bank holidays.
- 4 additional concessionary leave days.
- Employee Assistance Programme offering support for home and work issues.
- Interactive wellbeing app designed to enhance your overall wellbeing.
- Access to free 24 hour counselling.
- Cycle to work scheme.
- Free flu jabs, eye tests and occupational health advice.
- Free tea and coffee etc.
- Ongoing assessment of your wellbeing and motivational drivers (work and personal) via 'Open Blend' software.
- A culture that promotes equity, diversity, inclusion and belonging.

## My Flexibility and Work-Life Balance

- Hybrid working (home and office working), where role allows.
- Flexible working depending on your role. Flex your start and finish times.
- Flexi-leave. Additional time off for accrued flexi-time.
- A wide range of family friendly policies.

## My Development

- In-person and online training sessions as well as e-learning, coaching, interactive workshops and external courses leading to a qualification.
- An innovative approach to performance management via the 'Open Blend' software coaching framework, putting the employee and their development at the heart of conversations.





# About Watmos

## Our Mission and Vision

By delivering our corporate objectives we will fulfil our mission, which is our 'core purpose' and our vision, which is what 'we ideally want to achieve for our residents'.

Our mission and vision are set out in the graphic to the right.



### Our Mission

To provide great homes and services, build strong communities and improve people's lives.



### Our Vision

To build a strong community focussed organisation where all our residents can prosper in healthy, safe and vibrant neighbourhoods.

## Our Values

Our values are very important to us; they are our guiding principles driving what we do and how we work to deliver our Corporate Strategy. They reflect who we are and how we want to be seen.

Our values were developed by our Board and staff, and we hope everyone who meets us will agree that we live by them, and they are real. Our values are set out in the graphic to the right.



**We are Stronger Together:** We value the diversity of talents, perspectives and experiences of our people. We work collaboratively to foster creativity, challenge constraints and achieve shared goals.



**We have Integrity:** We are sincere and act with honesty and fairness. We keep our promises and are accountable for what we do, how we work and our decision making.



**We are Caring:** We work for the wellbeing and safety of our people showing empathy and understanding. We take responsibility for our environment.



**We Strive for Excellence:** We constantly review and improve how we do things. We take pride in our work. We make decisions that drive value for money and social impact.



**We are Community-Focussed:** We provide support to develop the skills, health and wellbeing of residents and build the capacity of community groups to help support thriving communities.



**We are Agile:** We are adaptable, resourceful and dynamic. We innovate to rise above challenges to make best use of our resources.

**Link to Corporate Publications:** <https://www.watmos.org.uk/corporate-publications>