

Procurement Officer

Within the **Assurance Service**

SALARY

Up to £35,336

RESPONSIBLE FOR

None at present

RESPONSIBLE TO

Head of Assurance

CORE PURPOSE

Protecting Stockport Homes' integrity through compliance

Head of Assurance

Procurement Officer

This role is a unique position within SHG and works collaboratively with all service areas to ensure procurement activity is being undertaken effectively and compliantly.

Our Procurement Officer works as a Business Partner to advise, support and guide Managers who are undertaking procurement exercises. They manage the e-tendering portal and ensure tender documentation is robust and leads to successful, outcome focussed contracts.

A sound understanding of the public procurement legislation (both current and emerging) is a must – as is an understanding of how this impacts a diverse and growing organisation like Stockport Homes so that proactive processes and approaches are successfully implemented.

The Procurement Officer will have the skills to analyse data and spend information to produce recommendations for change, which are then implemented in collaboration with others.

SHG has a firm commitment to value for money, social value and diversity & inclusion and works with suppliers to ensure they have these same values.

To be effective in this role, the Procurement Officer will need to be a great communicator, an experienced problem solver and able to manage a busy and varied workload / projects to deliver high quality outcomes.



PENSION

Access to the generous benefits the GMPF scheme offers, including life cover



GENEROUS ANNUAL LEAVE ENTITLEMENT

25 days annual leave plus the opportunity to earn additional days leave



HEALTH CASH PLAN

Claim back a proportion of your everyday healthcare and medical expenses



WELLBEING

Take part in a range of activities to maximise your physical and psychological fitness



FLEXIBLE WORKING

Flexible working arrangements ensure you can achieve a healthy work life balance



PERSONAL GROWTH

Access learning and development opportunities to maximise your strengths and utilise your talents



RESPONSIBILITIES *the Procurement Officer will...*

- ✓ Ensure SHG's procurement framework is robust and complies with legislative requirements and best practice
- ✓ Ensure that procurement is undertaken in line with SHG's Contract Procedure Rules, making best use of the e-tendering system
- ✓ Provide accurate and reliable procurement advice and guidance to Managers that considers a range of issues and recommends the best course of action
- ✓ Ensure appropriate, robust contracts are in place and maintain the Contract Register and Procurement Forward Plan to ensure there is oversight of current and future procurement needs within the business
- ✓ Support Managers to undertake procurement exercises that lead to successful contracts being entered into that are in line with SHG's values and deliver value for money / cost savings
- ✓ Identify and access established frameworks / purchasing arrangements where they benefit SHG
- ✓ Deliver training and coaching sessions to Managers to share knowledge and build the capability of others to be effective procurers / purchasers
- ✓ Develop and deliver SHG's Procurement Strategy which outlines the vision for the service area and actions required to continually improve and evolve
- ✓ Ensure Social Value is part of all external contracts and monitor delivery of Social Value outcomes
- ✓ Ensure the e-tendering system is fit for purpose and enables achievement of SHG's Procurement Strategy
- ✓ Embed effective contract management across the business to ensure effective delivery and ongoing supplier development
- ✓ Review and analyse spend data to ensure the Contract Register is accurate and put in place procurement projects for any areas where improvement is required
- ✓ Research and investigate innovative procurement options that might be suitable for SHG's needs, both now and in the future
- ✓ Ensure that procurement exercises consider customer voice (including Section 20 processes), value for money, SHG's commitment to EDI and SME's / local economy

STRENGTHS *the Procurement Officer will deliver key responsibilities by...*

- ✓ Being an effective communicator, able to convey complex, technical information in an easy-to-understand manner
- ✓ Having the ability to develop and maintain effective working relationships with a wide range of people, both within SHG and wider networks
- ✓ Being able to identify opportunities to change and use influencing / negotiation skills to get people on board with new ideas / working practices
- ✓ Having the confidence to tactfully challenge situations of non-compliance with all levels of staff, including more senior people
- ✓ Being an effective problem solver, able to generate ideas / options and make recommendations for effective solutions and influence decision making
- ✓ Having experience of developing business cases, procurement plans and specifications as well as expertise in creating tender documentation and assessing tenders returns
- ✓ Being able to project manage a wide range of activities happening at the same time and delivering on all expected outcomes / goals
- ✓ Being self-motivated and highly capable of managing a varied workload autonomously and successfully
- ✓ Having the ability to work as part of a team, including project teams, to deliver outcomes in a collaborative way
- ✓ Never forgetting that excellent customer service is at the heart of everything SHG does – and procurement and contract management plays a key part in that

REQUIREMENTS *the Procurement Officer must have...*

- ✓ A CIPS qualification (or be working towards this) or have suitable, equivalent work experience
- ✓ Excellent knowledge of current (and emerging) public procurement legislation, best practice and case law and how that translates into corporate policy
- ✓ A commitment to ongoing learning and CPD to maintain knowledge and understanding procurement law
- ✓ An excellent standard of numeracy and literacy with an ability to analyse and interpret data as well as create high quality written work, including policies, guidance and reports
- ✓ Excellent IT and Digital skills, with experience of using Microsoft Office, SharePoint / Teams (or equivalent) and e-tendering systems / portals
- ✓ Knowledge and experience of working in the public sector, ideally within housing or a similar sector
- ✓ A sound understanding of how a housing organisation operates and the constraints and opportunities that exist in relation to procurement
- ✓ The ability to develop and implement strategies / policies / procedures and guidance to ensure consistency in approach
- ✓ A commercial awareness and the ability to explore all routes to market in formulating procurement
- ✓ Experience of working appropriately with confidential / commercially sensitive information and ensure relevant safeguards are in place to protect such data
- ✓ An ability to work flexibly, in line with SHG's values and EDI commitments, and where necessary, to work outside of normal working hours

VALUES *the Procurement Officer will role model core values through....*

Ambition

We have the ambition & courage to challenge; translating this into commercial success & brilliant outcomes for customers

Social

Responsibility

We always try to do the right thing; using our role as a service provider, employer & buyer to generate trust, build our communities & empower our people

Passion

We have a passion for what we do; with positive, motivated & enthusiastic staff who enjoy their work

Innovation

We are innovative in everything we do; with the agility, creativity & edge to keep defying expectations & delivering fresh & exciting things

Respect

We treat each other with respect; supporting & inspiring one another & collaborating across teams & partnerships

Excellence

We continually improve how we work; challenging the status quo, learning from what goes well & always being professional



The Prince's Responsible Business Network
Race at Work Charter signatory



INVESTORS
IN PEOPLE

Platinum
Until 2022



Health & Wellbeing
Award

