

Job Title: Building Contract and Procurement Manager	Role Profile Number: CH6463
Grade: R	Date Prepared: September 2020
Directorate/Group: Communities & Housing / Operations Property Maintenance	Reporting to: Investment Manager

Job Purpose

This post resides in the Housing Procurement Team. The role holds accountability for the procurement of works, materials and services in support of the Housing maintenance strategy. The accountability is delivered by leading a small team whose primary responsibility is the procurement of a wide range of projects or schemes to repair and maintain the Council’s housing stock and corporate/operational buildings. The post holder will constantly review the existing contract portfolio and develop a detailed procurement strategy, obtain gateway approval, select appropriate forms of contract, determine cost models, contract lengths, packaging of works and performance management for reactive, planned and cyclical works.

The post holder will manage a pipeline of procurement activity, ensuring that relevant resource is available at the appropriate time to meet the business plan requirements. The ability to persuade and influence multiple and varied internal stakeholders is a pre-requisite to success.

The post holder will also seek to embed additional benefits by working with partners to continually improve services and increase the penetration of local small and medium sized businesses.

Key Accountabilities

- Define and build a flexible Procurement strategy which aligns to the Housing Maintenance business plans
- Manage risk within the Procurement and Contracting strategy
- Lead and give direction to the Housing Procurement Team

- Co-ordinate staff, ensuring effective delivery of tender processes, and ensuring achievement of planned deadlines
- Provide a value for money service which meets customer expectations
- Ensure all team activity aligns with statutory & internal governance and policies
- Ensure locally created and agreed procedures align with overarching governance
- Ensure services are efficient, continually improving and responsive to tenants and residents changing needs
- Manage and authorise work orders and invoices within accountability limits
- Ensure contract variations and contract extensions are managed in a timely manner
- Support the delivery teams and Legal, mitigating and countering contract claims
- Attend public meetings with tenants, leaseholders and building users both during and out of normal office working hours and at weekends including preparing and presenting reports and briefings at such meetings
- Provide evidence to the Health and Safety Executive, Police and Judiciary in respect of relevant issues including attending Court as a witness on behalf of the Council

Supplementary Accountabilities

- Liaise, from time to time, with tenants and leaseholders, tenant's representatives, Members of the Council and Members of Parliament with respect to capital and planned maintenance works complaints or enquires about service delivery relating to the Council's housing stock
- Promote locality working, ensuring opportunities for local small/medium suppliers/contractors
- Promote customer care, equality and diversity best practice
- Attend information events and meetings outside normal office working hours and at weekends as and when required
- Chair meetings and represent the Investment Manager as and when required
- Deputise for other Housing Maintenance Managers to ensure essential service delivery cover is maintained
- Participate in continuous professional development

NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in conjunction with the post holder.

Knowledge & Experience

Candidates must have relevant knowledge and/or experience in the following areas of business, and will be required to provide evidence of this:

- Knowledge of EU procurement legislation
- Experience of leading the delivery of capital and planned maintenance programmes of work
- Significant experience of procurement and tendering
- Experience of managing budgets
- Detailed knowledge of construction health and safety, and the duties of Construction Design and Management coordinator (CDM-c)
- Knowledge of planning and building regulation legislation
- A proven commitment to partnership working and engaging service users in service development

Qualifications

- Options:
 - HNC in Construction or equivalent experience or housing qualification, and/or
 - 4 years' experience in procurement and tendering regulations, and/or
 - CIPS or equivalent qualification or demonstrable experience
- Ability to make site visits and to attend off site meetings throughout the Borough of Swindon

Decision Making

- Application of a priority system for all procurement activity pipeline
- Recommend solutions for tendering capital and planned maintenance works
- Decide on most cost effective solution to deliver the contract portfolio
- Approving expenditure and manage programmes within budget
- Initiating corrective action for poor performance by contractors

Creativity and Innovation

- Identifying and introducing service improvements
- Innovative contracting solutions for the housing business plan and associated programmes of works
- Producing communication presentations, plans, briefing notes etc. in order to influence further decision making
- Pushing 'digital' boundaries in order to embed efficiencies into the group and associated managed processes

<p><u>Job Scope</u></p> <p>General:</p> <ul style="list-style-type: none"> • Key accountability for forming and maintaining professional relationship with the supplier partnership for delivery of contracts <p>Typical tasks supervised/allocated to others:</p> <ul style="list-style-type: none"> • Producing PQQ documentation • Producing RFQ/ITT tendering and contract documentation • Chairing meetings 	<p>Budget Holder: No</p> <p>Responsibility: A team of 4-5 Tender Project Managers</p> <p>Financial Responsibility: 50K</p> <p>Asset Responsibility: None</p>
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Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Collaborative strategic working with the operational delivery teams in order to effect timely contracting solutions
- Working in a collaborative manner with premises managers of operational Council owned property and tenant and leaseholder representative groups to help solve complex property challenges
- Giving specialist and general property advice to local Councillors and Members of Parliament
- Producing policies, briefing notes, management reports and presentations

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

- Telephone and face to face dealings with tenants and leaseholders who are complaining about poor service delivery
- Managing and negotiating contractual claims with contractors
- Ability to make site visits to inspect building premises throughout the Borough

Employees Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	