



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Tender Project Manager	Role Profile Number: CO6536
Grade: Q Salary:	Date Prepared: 17th September 2020
Directorate/Group: Operations	Reporting to: Building Contract & Procurement Manager
Structure Chart attached: No	

Job Purpose

This post resides in the Housing Procurement Team. The team's primary function is to manage the full end-to-end procurement process for Housing planned maintenance and Capital/Corporate works programmes. The process commences with a specific or general operational requirement, and does not end until a contract is formally entered into and the contractor is on site.

The post holder will manage discreet tendering projects, ensuring timely activity and placement of contracts to meet Housing operational requirements. Active communication and the involvement of internal stakeholders, housing tenants and leaseholders 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

- Manage and tender a wide range of projects or schemes with effective procurement strategy in accordance with standing orders and EU requirements
- Work with operational teams to ensure all pre-tender documentation is prepared, and authorisations obtained, in a timely manner
- Analyse and assess tender returns submitted by suppliers and produce evaluations, recommendations and detailed post-tender reports
- Provide a value for money service which meets customer expectations
- Ensure committed contract expenditure is within available budget and authorised strictly in accordance with levels of delegated authority and the Council's Financial Regulations
- Ensure all relevant tendered works requirements are described in accordance with the latest Health &

Safety and Construction Design and Management Regulations

- Arrange for all contract procurement to be undertaken in accordance with Council policy and procedures including the preparation of tender documentation, selecting contractors, obtaining quotations or tenders and awarding contracts
- Ensure documentation and certification are completed and computer records are updated to assist with business planning
- Ensure services are efficient, continually improving and responsive to tenants and residents changing needs
- Manage, and obtain authorisation for, contract variations, contract extensions and contract claims
- Assist the Council's tenant complaints process where Housing Procurement are involved or impacted

Supplementary Accountabilities

- Promote locality working, ensuring opportunities for local small/medium suppliers/contractors
- Support tenant and leaseholder groups
- 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 Building Contract & Procurement Manager as and when required
- Deputise for other Tender Project Managers to ensure essential service delivery cover is maintained
- Assist with investigations by the Health and Safety Executive, Police or Judiciary in respect of relevant issues including attending Court as a witness on behalf of the Council
- 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:

- Experience of undertaking OJEU property maintenance tenders
- Experience of commissioning planned maintenance schemes or programmes of work
- Experience of managing budgets
- Detailed knowledge of construction health and safety, and the duties of Construction Design and Management coordinator (CDM-c)

Preferred Criteria

- Knowledge of planning and building regulation legislation
- Detailed knowledge of any relevant legislation and best practice procurement

Qualifications

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

Decision Making

- Evaluating operational category requirements
- Recommending effective solutions
- Approving expenditure and managing programmes within budget
- Initiating corrective action for poor performance by contractors

Creativity and Innovation

- Recommending appropriate tendering solutions
- Identifying and introducing internal process improvements
- Identifying and introducing service improvements
- Flexibility in tendering propositions in accordance with, and matching, the delivery requirements
- Producing communication material in support of the communications plan e.g. presentations, articles etc.

<p><u>Job Scope</u></p> <p>General:</p> <ul style="list-style-type: none">• No direct staff responsibilities• 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• Measurement and detailed drawings• Producing RFQ/ITT documentation• Tender evaluation	<p>Budget Holder: No</p> <p>Financial Responsibility: Ensuring efficient, appropriate and best value spend</p> <p>Asset Responsibility: None</p>
---	---

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 working with the operational delivery teams in order to effect timely contracting solutions
- Working with tenant and leaseholder representative groups to help solve complex property challenges
- Giving specialist and general procurement advice to local Councillors and Members of Parliament
- Producing policies, standard letters, written reports, presentations and form templates

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

E	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	