

London Borough of Lambeth Job Description

Job Title: Contract & Procurement Officer
Department: Resident Services
Division: Housing Services
Business Unit: Commercial Services
Grade: PO2
Responsible to: Contract and Procurement Manager
Responsible for: Strategic Asset Partner
Auditors
Contractors
Procurement consultants
Legal advisors

Main Purpose of the Post

To assist with the implementation of consistent governance and contract management practices across Housing Services. This is crucial to the directorate achieving its objectives and managing risk in relation to contracts.

To support whole-life contract management to ensure that Council objectives are met and risks managed. To work collaboratively at key management stages associated with all Housing Services' contracts procured through the Resident Services' Dynamic Purchasing System.

To support the procurement and delivery of contracts across the Housing Services directorate (aggregating in excess of £100m per annum) within Statutory and Local Procurement policies – including contracts for repairs and maintenance, major works, professional services, ICT systems and other contracts necessary for the effective delivery of housing services.

Ensure that all Contract payments are made in accordance with Corporate Purchase Agreements and Purchase Orders.

Key Accountabilities

1. To assist the Contract and Procurement Manager in delivering effective and transparent procurement for Housing, whilst delivering on best value.
2. To liaise with internal and external stakeholders to ensure that contracts are successfully mobilised, and that existing contracts are demobilised. Joint project planning with the business and corporate procurement.
3. Assisting with the coordination of TUPE between old and new contractors.
4. To contribute to the maintenance of the contract register and ensure that the Council's electronic contract management system ("eCMS") is kept up to date.
5. To monitor contractor compliance with contract terms and Council policies. Update company and contract details as required.

6. Assist with periodic reviews of Housing contracts and scheduling annual performance reviews.
7. Monitor company registration and financial risk on supplier vetting and accreditation systems. Evaluate and report impacts on changes of company composition and filed notices upon contracts and service delivery.
8. Support risk management strategies related to changes to contractors.
9. Liaise with colleagues in corporate procurement, finance and legal as necessary to obtain concurrence. Work with business leads to provide specific contract procurement and payments advice.
10. To support the recruitment of new workers sourced internally or externally via Matrix ensuring that there is sufficient resources and proper recruitment approvals obtained through the Establishment Management site area system.
11. Assist with procurement through the Dynamic Purchasing System ("DPS") for Resident Services and ensure that projects seamlessly transition from the DPS into the eCMS.
12. Monitor contractor insurance and professional registration compliance in accordance with legislation, council policy and contract terms to encompass. Liaise as required with corporate insurance team to ensure that insurance cover is compliant.
13. To assist with preparing Annual Performance Review reports supported by contract managers and the commercial team; liaise with colleagues in finance, legal and procurement to obtain concurrences; attend meetings as required to report on performance, supported by contracts management and commercial team
14. Provide support with work ordering procedures including one-off or specialist activities or procurement of a new supplier, as required by the service.
15. Help manage the timely invoicing and payment procedures, including authorisation procedures for Matrix users.
16. To monitor and record any changes (amendments, additions and variations) to contracts and manage contract folders to ensure up-to-date versions are available.
17. Assist the business to enable it secure the best social, economic and environmental outcomes and to meet its targets, including social value, sustainable development and inclusive growth in tender and business development activities.
18. Work with the Council's internal Legal team and external solicitors as required to agree updates to contract and purchasing documentation and to agree the implementation of regulation/legal changes.
19. Deal with general enquires, member enquires and complaints relating to procurement projects as appropriate to the role.

20. Maintain risk registers and early warning registers and ensure early warnings are issued as required for matters/events that may impact on the management and cost control of Council services and projects.
21. Prepare task and purchase orders incorporating all validated pricing and programme information. Prepare contract change orders/variations and maintain a register of all task orders, contracts, change orders and contract variations.
22. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation are upheld. This includes the Data Protection Act, the Health and Safety at Work Act, Equalities and Diversity, Standing Orders and Financial regulations.
23. Take responsibility, appropriate to the post, for ensuring compliance with council policies and procedures aimed at promoting and safeguarding the welfare of vulnerable children and adults.
24. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
25. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
26. To undertake any other duties that may be required. These may be varied from time to time to meet the needs of the service.

PERSON SPECIFICATION

PO2 Contract & Procurement Officer

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
Key Knowledge	K1	<p>A relevant degree or professional qualification in law, the built environment or procurement and supply chain management.</p> <p>MS Office Suite and the use of IT to collect, collate, manage and present data.</p>	A ✓
	K2	Knowledge of public procurement and project/contract management in relation to housing maintenance and construction services.	A ✓
	K3	Demonstrable understanding of Local Authority objectives specific to Housing and how these relate to and support other objectives	A ✓
Relevant Experience	E1	Demonstrable track record of using IT to collect, collate and analyse data, to report performance and improve governance arrangements in an organisation.	A ✓
	E2	Ability to analyse business requirements, identify risks and prioritise actions	A ✓
	E3	Experience of working in a team to attain objectives within the field of procurement or construction contracts.	A ✓
Core Behaviours		<p>Focuses on People:</p> <p>Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place. Behaviours appropriate to this role include:</p> <ul style="list-style-type: none"> • Maintaining and developing staff by having one-to-ones, appraisals, team meetings and training plans • Empowering and supporting staff and being responsible for your team • Knowing your staff and emphasising with their issues • Thinking about what you would like if you 	

		<p>were the customer</p> <ul style="list-style-type: none"> • Being consistent and focussing on team building to achieve excellence • Creating an environment that staff can be creative • Treating everyone with respect, equally and fairly • Recruiting the best staff and providing quality learning opportunities • Ensuring an effective induction program for new joiners and returners 	
		<p>Takes Ownership:</p> <p>Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development. Behaviours appropriate to this role include:</p> <ul style="list-style-type: none"> • Having regular one-to-ones and conversations with your staff to discuss how they doing and seek their feedback • Engaging your staff in discussions about what's required to deliver and giving a sense of resource available • Achieving buy-in from staff so they can truly own their work by breaking down tasks into something achievable • Working with your staff to provide creative development opportunities including self-development • Owning your budget and spend, ensuring your teams focus on meeting outcomes • Identify and owning opportunities for service development • Being courageous even when you don't know the answer 	
		<p>Works collaboratively:</p> <p>Is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results. Behaviours appropriate to this role include:</p> <ul style="list-style-type: none"> • Ensuring all work with colleagues from across the council to reduce silo working and get things done in the most informed and best way • Encouraging staff to input to their objectives, then summarising goals and monitoring via regular one-to-ones • Building individual's ideas into team 	

		<p>work planning</p> <ul style="list-style-type: none"> • Seek to broaden the skill set of teams so that they can have transferable skills and support across a range of teams • Encouraging your staff to support each other where necessary to complete tasks and meet objectives • Promoting the development of skills and giving staff room and time to develop • Developing team morale and cohesiveness to help each member feel valued and productive and to help the team to build good working relationships 	
		<p>Communicates Effectively:</p> <p>Is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation. Behaviours appropriate to this role include:</p> <ul style="list-style-type: none"> • Having regular, open conversations with people, clearly expressing ideas and views, seeking and passing on customer and staff feedback and suggestions • Setting up open communication channels for two-way feedback • Finding out and knowing your staff's skills and strengths, listening to what each other has to say and working as a team to deliver work • Making time for regular catch ups, team meetings and one-to-ones to give and receive information • Thinking carefully about avoiding jargon both internally and externally • High standard of spoken and written communication with regard to the audience to report performance and make recommendations; use of council templates; and integrate suggestions and contributions from key stakeholders across the council. 	A ✓
		<p>Focuses on Results:</p> <p>Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better. Behaviours appropriate to this role include:</p>	

		<ul style="list-style-type: none"> • Being ambitious, knowing the bigger picture of borough improvement • Ensuring teams are clear about the outcomes and objectives of the Council and show a clear link between what they do and how it makes an impact on the customer • Listening to staff after asking questions on how to improve service while considering costs • Setting clear objectives and targets, ensuring they are SMART and measurable and linked to business plans • Working with staff to make sure they have the right resources, tools and support to achieve their objectives • Helping staff stay motivated by finding learning opportunities for development and making them feel valued • Looking at any barriers or obstacles to work, review what is slowing down our progress • Exploring ways to improve the way things are currently done ensuring we maximise our resources • Meeting regularly with staff to ensure work is on track and focussed on objectives and tasks 	
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