

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Contracting, Procurement and Commercial manager	Grade:	SMG1
Reports to (Designation):	Head of Repairs		
Directorate:	Quality and Investment	Section:	Repairs

Main Purpose of the job:

To support the procurement and delivery of contracts across the Housing Services directorate 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.

Provide contract management advice to the organisation, ensuring that arrangements are in place for effective contract management.

To manage a range of contracts as required to ensure that Housing meets its contractual obligations, identifying and managing risks that may arise through the operation of contracts and implement robust financial and operational controls.

Oversee the key management stages and controls associated with all Housing Services' contracts procured through the Resident Services' Dynamic Purchasing System.

Work collaboratively with business units to improve their procurement arrangements and introduce consistent governance and contract management practices across Housing Services.

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

Summary of Responsibilities and Personal Duties:

To lead effective and transparent procurement for Repairs and Maintenance, whilst delivering on best value for money, high quality and driving social value for all contractors and suppliers.

Lead on Contract management of all external subcontractors used across the housing repairs service, monitoring performance, quality, value for money, health and safety compliance.

Lead on supplier delivery, materials and fleet to deliver a high quality robust repairs service.

Ensure payments to contractors are validated effectively and invoices are paid in a timely manner and the robust process to interrogate claims to prevent overpayments are in place.

Audit costs and quality monitoring leading an effective quantity surveying team to validate all contractor works.

Maintain a contract management strategy for Housing Services that provides appropriate levels of governance and introduces key management controls.

Contribute to strategic/annual performance reviews of Housing contracts and preparation of reports, strategy papers and options appraisals for the directorate's procurement needs. 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.

Maintain a log of all Housing contracts and ensure that the Council's electronic contract management system is kept up to date including a final review of all contracts/projects against agreed criteria.

Manage procurement through the Dynamic Purchasing System ("DPS") for Resident Services and diversify the council's supply chain. Liaise with DPS developers, supplier accreditors and strategic asset partners. Ensure that projects seamlessly transition from the DPS into the in-house system.

Manage the work ordering procedures including one-off or specialist activities or procurement of a new supplier, as required by the service.

Assist the business to enable it to 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.

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.

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.

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.

To undertake any other duties that may be required. These may be varied from time to time to meet the needs of the service.

Internal Contacts: All staff within Housing and Property Service and colleagues throughout the council, including cross-functional colleagues involved in collaborative service delivery, strategic planning, and operational support.

External Contacts: MP's, advice agencies, advisers, contractor's and their representatives, tenants and tenant organisations, residents associations and working parties, leaseholders, members of the public, relevant building professionals, consultants, legal advisors and other external agencies.

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in the Council's appraisal system and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

PERSON SPECIFICATION

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

DBS Disclosure Required? Yes - Basic

PERSON SPECIFICATION

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DEPARTMENT: Housing Services

GRADE: SMG1

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Knowledge:

Extensive knowledge of procurement law and best value frameworks. **S**

Demonstrate understanding of the risks associated with large commercial contracts and appropriate mitigation measures. **S**

Skills: Strong leadership, analytical, and interpersonal skills. **S**

Experience: Experience in procurement and contract management in a large corporate setting. **S**

Ability to manage change and deliver projects on time and within budget.

Demonstrable track record of delivering value for money initiatives and realising cashable savings across a range of contracts and services.

Professional Qualification and Education:

A relevant degree or professional qualification in law, the built environment or procurement and supply chain management with evidence of on-going professional development.

Equality & Diversity: Demonstrates commitment to equality and diversity in service delivery and employment.