

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Procurement Manager	Grade:	PO7
Reports to (Designation):	Contracting, Procurement and Commercial manager	Grade:	SMG
Directorate:	Quality and Investment	Section:	Repairs

Main Purpose of the job:

To lead, manage, and deliver effective procurement and contract management for the Council's Repairs & Maintenance service, ensuring value for money, legal compliance, and alignment with the Council's strategic priorities and Public Contracts Regulations (PCR 2015).

This role ensures the efficient delivery of works and services to maintain the Council's housing stock and corporate buildings, supporting safe, high-quality homes and well-maintained estates.

Summary of Responsibilities and Personal Duties:

1. Procurement Strategy & Delivery

- Develop and implement procurement strategies for repairs, maintenance, and building services contracts.
- Lead end-to-end tendering processes, including drafting specifications, evaluating tenders, and awarding contracts in line with Council policy and procurement law.
- Identify opportunities for innovation, cost savings, and social value within procurement exercises.

2. Contract Management & Supplier Performance

- Support operational teams in managing key suppliers and contractors for responsive repairs, voids, damp and mould, disrepair, and out of hours emergency repairs.
- Monitor supplier performance against KPIs and SLAs, resolving underperformance and driving continuous improvement.
- Ensure effective contract mobilisation, handover, and governance arrangements are in place.

3. Compliance & Risk Management

- Ensure all procurement activities comply with the Public Contracts Regulations, Council Standing Orders, and audit requirements.
- Maintain accurate procurement records and manage risk registers for contracts.
- Provide advice and training to staff on procurement best practice and compliance.

4. Financial & Value Management

- Support budget planning by forecasting procurement spend and savings.
- Work with Finance and Repairs Service Managers to ensure contracts deliver value for money and support efficient service delivery.

- Lead benchmarking and market testing to inform future procurement strategies.

5. Collaboration & Stakeholder Engagement

- Liaise with internal stakeholders (repairs operations, housing asset management, finance, legal) and external partners (suppliers, frameworks, contractors).
- Represent Lewisham Council in collaborative procurement initiatives (e.g. LCP DPS, South East London Housing Partnership etc).
- Promote equality, diversity, and social value outcomes through procurement.

Internal Contacts: These include Officers at all levels within the Council and members,

External Contacts: This will include Tenderers, supply chain contractors, partner organisations

To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

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

JOB TITLE: Procurement Manager

POST NO:

DEPARTMENT: Quality and Investment

GRADE: PO7

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.

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.

Equal Opportunities

Commitment to implement the Council's Equal Opportunities policies. Awareness of Equal Opportunities issues.

Knowledge

- Proven experience managing procurement within housing, construction, or public sector repairs.
- Strong knowledge of Public Contracts Regulations (2015) and local authority governance. **S**
- Skilled in tendering, contract negotiation, and supplier performance management.
- Excellent analytical, communication, and stakeholder management skills. **S**
- Ability to manage multiple procurements to tight deadlines.

Aptitude

- Ability to exercise effective leadership in a procurement and contract management environment
- Ability to inspire confidence and motivate others
- Strong influencing skills across departments and external partners
- Ability to lead by example and promote high standards
- Ability to represent the Council professionally in dealings with senior officers, elected members, and external organisations

Skills

- Excellent written and verbal communication skills
- Strong presentation and stakeholder engagement skills
- Proven staff leadership and team management capabilities
- Excellent interpersonal and relationship-building skills
- Good ICT proficiency, including procurement and contract management systems

Experience

- Proven experience managing procurement within housing, construction, or public sector repairs.
- Strong knowledge of Public Contracts Regulations (2015) and local authority governance. **S**
- Skilled in tendering, contract negotiation, and supplier performance management.
- Excellent analytical, communication, and stakeholder management skills.
- Ability to manage multiple procurements to tight deadlines.
- Experience with NEC or JCT contract forms. **S**

General Education

- CIPS qualification or equivalent professional procurement training.
- Understanding of housing asset management, compliance, and decarbonisation programmes. **S**

Personal Qualities

- Flexible and adaptable approach to work
- Commitment to continuous learning and professional development
- Desire to acquire new knowledge, skills, and approaches
- Willingness and ability to attend evening meetings when required

DBS Disclosure Required? No Standard Enhanced