

London Borough of Lambeth

Job Description

Job Title: Contract & Procurement Manager
Grade: PO6
Department: Resident Services
Division: Housing Services
Business Unit: Commercial Services
Responsible to: Senior Contract and Procurement Manager
Responsible for: Contract and Procurement Officer x 1 (PO2)
Strategic Asset Partner
Auditors
Contractors
Procurement consultants
Legal advisors

Main Purpose of the Post

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.

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.

Key Accountabilities

1. To assist the Senior Contract and Procurement Manager in leading effective and transparent procurement for Housing, whilst delivering on best value. To manage and motivate a Contract and Procurement Officer – acting as a role model and undertaking all line management responsibilities.

2. Maintain a contract management strategy for Housing Services that provides appropriate levels of governance and introduces key management controls.
3. 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.
4. Maintain a log of all Housing contracts and ensure that the Council's electronic contract management system ("eCMS") is kept up to date – including a final review of all contracts/projects against agreed criteria.
5. 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 eCMS.
6. Monitor contract TUPE risk including – Collect & collate anonymised employee data from contractors at contract start & anniversary. Review data to identify areas of non-compliance with council policies and contractual undertakings. Update employee schedules with Starters & Leavers raised during contracts management meetings. Report as required upon potential TUPE risks arising from assignment of contract to back-up contractor and / or decision to bring service in-house
7. To provide expert advice on, and ensure compliance with procurement regulations, Lambeth Council policies, Standing Orders, UK and EU legislation, and case law relating to procurement and management of service providers.
8. To participate in procurement design to ensure that lessons learned are applied where appropriate. To participate as required in Tender Evaluation Panels.
9. Produce process manuals and procedures in delivering services, maintaining version control and distribution to all stakeholders. Lead on holding workshops to deliver manuals and procedures to all stakeholders.
10. Manage the work ordering procedures including one-off or specialist activities or procurement of a new supplier, as required by the service.
11. In the event of requests to novate contracts; assist with analysing consequences for the council, carry out respective background checks, prepare report to senior management on findings and make recommendations.

12. Responsible for the setting up and maintaining all new placements sourced, ensuring that new workers are fully set up, seeking finance advice on appropriate Oracle post number, cost code and clearance that each post is budgeted for in full.
13. 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.
14. 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.
15. Produce and maintain internal guidance documents and training on procurement and contract management, and maintain a forward plan for procurement activity.
16. Ensure effective measuring and reporting on progress, enable the delivery of recommendations, build and maintain relationships with internal/external stakeholders at all levels. Deal with general enquires, member enquires and complaints relating to procurement projects.
17. Provide contract advice to all business units within Housing Services and across a range of high profile contracts. Assist operational teams mobilise service delivery contracts to ensure contract expectations are realised.
18. Take a proactive approach to risk management, ensuring risks and issues are identified, addressed and reported and, where appropriate, escalated.
19. 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.
20. 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.
21. 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.

22. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
23. 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.
24. 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

Contract and Procurement Manager PO6

<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	A relevant degree or professional qualification in law, the built environment or procurement and supply chain management with evidence of on-going professional development.	A ✓
	K2	Knowledge of public procurement and project/contract management in relation to housing maintenance and construction services.	A ✓
	K3	Demonstrable understanding of the risks associated with large commercial contracts and appropriate mitigation measures.	A ✓
Relevant Experience	E1	A successful track record of supplier and contract management where the purchaser is a public sector body. Procurement of construction/consultancy support contracts.	A ✓
	E2	Demonstrable track record of delivering value for money initiatives and realising cashable savings across a range of contracts and services.	A ✓
	E3	Management of logs/registers relating to contract management and procurement. Interpreting the above to inform ongoing contract governance and procurement. Working with various IT systems to support procurement and contract management	A

		such as Oracle, Keystone, Northgate and Microsoft Office.	
	E4	Experience in staff or people management 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 were the customer • 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 	A ✓

		<p>truly own their work by breaking down tasks into something achievable</p> <ul style="list-style-type: none"> • 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 work planning • 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 	
		Communicates Effectively:	

		<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 	
		<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 	

		<p>have the right resources, tools and support to achieve their objectives</p> <ul style="list-style-type: none"> • 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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