

# Job Description and Person Specification

## Contract & Procurement Officer

A Lambeth to be proud of



**Job Title:** Contract & Procurement Officer

**Directorate:** Housing

**Division:** Housing Services

**Business Unit:** Commercial Services

**Grade:** PO2

**Reports to:** Contract & Procurement Manager

**Responsible for:**     Dynamic Purchasing System  
                              Auditors  
                              Contractors  
                              Procurement consultants  
                              Legal advisors

## Context

As Lambeth's Housing Directorate strives to navigate the ongoing housing crisis and to meet stricter quality and safety standards, the role of the Contract and Procurement Officer is critical.

The post holder will support with the procurement and delivery of contracts across the Housing Services directorate, ensuring compliance with statutory and local procurement policies, and overseeing contracts that are essential for maintaining and improving housing services.

With over £100 million in contracts annually, this role will support with mitigating risks, ensuring value for money, and maintaining robust financial and operational controls. The Contract and Procurement Officer will support Lambeth's efforts to improve housing quality, manage costs effectively, and meet the rising expectations of our residents and regulatory bodies.

## Job Purpose

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.

## Responsibilities

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 concurrents; 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

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| <p>It is essential that you can meet the following requirements for the role and be able to 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 Confident 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> |    |                                                                                                                                                                                                              | <b>Shortlisting<br/>Criteria</b> |
| <b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                                                                                                                                                                                                              |                                  |
| <b>Key Knowledge</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | K1 | Knowledge of public procurement and project/contract management in relation to housing maintenance and construction services.                                                                                | <b>✓A</b>                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | K2 | Demonstrable understanding of Local Authority objectives specific to Housing and how these relate to and support other objectives.                                                                           | <b>✓A</b>                        |
| <b>Relevant Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | E1 | Demonstrable track record of using IT to collect, collate and analyse data, to report performance and improve governance arrangements in an organisation.                                                    | <b>✓A</b>                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | E2 | Ability to analyse business requirements, identify risks and prioritise actions.                                                                                                                             | <b>✓A</b>                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | E3 | Experience of working in a team to attain objectives within the field of procurement or construction contracts.                                                                                              | <b>✓A</b>                        |
| <b>Qualification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    | A relevant degree or professional qualification in law, the built environment or procurement and supply chain management.<br>MS Office Suite and the use of IT to collect, collate, manage and present data. | <b>✓A</b>                        |

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| Core Values and Behaviours |  | <p><b>Equity</b></p> <ul style="list-style-type: none"> <li>• Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li> <li>• Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li> <li>• Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.</li> <li>• Develop others and ensure we work as <b>one team for Lambeth</b>, encouraging everyone to play their part</li> <li>• Take positive action to ensure <b>everyone</b> in my team has opportunities to <b>learn and grow</b> at work</li> <li>• Encourage everyone to <b>be themselves</b> at work and value who they are</li> <li>• I am inclusive and actively <b>celebrate diversity</b>, recognising everyone in my team as individuals.</li> </ul>                                                                                                                                                                                                                                                                            |    |
|                            |  | <p><b>Kindness</b></p> <ul style="list-style-type: none"> <li>• Treat each member of my team with <b>respect and dignity</b> just as I would want for myself.</li> <li>• <b>Encourage</b> each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for them, lending a hand wherever I can</li> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together</li> <li>• Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> <li>• Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.</li> </ul> |    |
|                            |  | <p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way</li> <li>• I ensure my team and employees take individual and collective accountability for</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ✓A |

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|  |  | <p>performance and delivery, making sure that they have clear plans and performance objectives.</p> <ul style="list-style-type: none"> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.</li> <li>• I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</li> <li>• I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</li> <li>• I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</li> </ul>                                                                                                                      |  |
|  |  | <p><b>Ambition</b></p> <ul style="list-style-type: none"> <li>• Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.</li> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</li> <li>• Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> <li>• Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> <li>• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</li> <li>• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.</li> </ul> |  |