

# Procurement Advisor

## Job Description

Job Title:	Procurement Advisor
Employer:	LHC
Reporting to:	Tim Oakley, Head of Consultancy
Place of work:	SFHA offices in Glasgow with requirement to visit offices and locations throughout Scotland
Contract duration:	Twelve months with potential to extend
Secondment:	Opportunity for secondment for SFHA Members

## Main purpose of the job:

- To provide social landlords in Scotland with guidance and advice on the impact of procurement legislation on their organisations to enable organisations to carry out specific procurement activities.

## Specific responsibilities of the job:

- Develop a set of guidance notes on the impact of the new Public Contracts (Scotland) Regulations on social landlords:
  - highlighting possible changes before they are enacted
  - confirming key changes after enactment.
  - considering the impact of the Procurement Reform (Scotland) Act 2014 and enabling instruments and guidance.
- Present the guidance to groups of landlords through:
  - a series of workshops throughout Scotland organised by the SFHA.
  - speaker slots at selected conferences, seminars and events hosted by third parties.
- Through face-to-face, telephone and online engagement, provide ongoing advice to social landlords on the best implementation of their specific procurement projects.
- Establish a process for disseminating best practice guidance to SFHA members and other social landlords and ensure that experience and knowledge gained in one organisation is shared amongst others.
- Provide recommendations on the potential for shared best practice and group collaboration between SFHA members and other groups of social landlords.
- Produce a six month report on the effectiveness of the service according to the following performance criteria:
  - on-time, on-budget execution
  - number of workshops undertaken
  - number of social landlords and individuals participating in the SFHA workshops
  - number of third party speaker events undertaken
  - number of social landlords and individuals participating in third party events

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## Outline Person Specification

### EXPERIENCE

The person will have:

- Extensive direct experience of undertaking procurement projects in the public sector, ideally in the Scottish social housing sector.
- In-depth, current experience of the Public Contracts (Scotland) Regulations 2012
- An understanding of the EU Directive 2014/24/EU and the Scottish consultation on the proposed Public Contracts (Scotland) Regulations
- An understanding of the Scottish Procurement Reform (Scotland) Act 2014 and subsequent enabling instruments and Guidance.
- A working knowledge of framework agreements and call-off contracts
- Proven experience of successfully delivering an excellent level of support and advice to professionals

### QUALIFICATIONS AND TRAINING

The person will have:

- A degree or equivalent qualification
- Ideally, Membership of the Chartered Institute of Purchasing and Supply

### APTITUDE & ABILITIES

The person will:

- Be an excellent communicator through all written, spoken and electronic media
- Be able to demonstrate a creative approach to problem solving
- Be a good decision maker
- Be able to respond flexibly and positively to changing demands and circumstances
- Be a competent project manager
- Possess a high level of IT skills

### PERSONAL QUALITIES

The person will:

- Be strongly people-oriented
- Have a high level of personal responsibility and integrity
- Be able to command respect amongst peers
- Be able to demonstrate a commitment to making a significant positive contribution to the Scottish social housing sector.