

LHC – Technical Procurement Operations Team – Uxbridge.

TECHNICAL OFFICER RECRUITMENT

Available roles:

Technical Officer – New-Build Construction (Domestic/Commercial) x 1

About the Technical Officer role

This is a key appointment within a rapidly expanding organisation. LHC is based in Uxbridge and provides specialist procurement, technical and project monitoring services related to building programmes undertaken by public sector bodies, to enhance local communities. LHC is a not-for-profit “dot gov” central purchasing body, established and well respected throughout the sector.

The LHC mission is to be the recognised centre of excellence for procurement in the UK by ensuring that every pound spent on the construction and refurbishment of public buildings and social housing adds to the quality of life enjoyed by the communities we serve.

We are looking for an enthusiastic, committed, personable and pragmatic professional with demonstrable knowledge of the building and construction sector to support the Group Technical Managers providing technical research and support services to Technical Procurement Operations and the wider LHC Group. The role has a specific area of technical bias which would be advantageous for applicants, but a broad construction awareness would also be complimentary.

General duties would broadly include the following activities:

- Research and create technical tender and evaluation documentation templates.
- Provide advice, guidance and support to LHC Group on Technical Framework matters, including change management relating to contractors, performance and quality standards.
- KPIs formulation, implementation, collection and reporting for management actions
- Provide proactive management of all annual & cyclical review of framework operators.

What you will be doing

The role is a central technical procurement position to support the TPO team in delivering quality framework products to the LHC customer facing regions. As such you will be officed based in Uxbridge with minimal end client or site engagement.

The successful candidate will through regular communication and interaction with suppliers, professional bodies, clients, and colleagues aid in the development delivery of a full range of procurement frameworks and services to LHC Members / clients. The role is primarily research based with a technical bias to assist in the development of pre-tender framework specifications for numerous building packages which includes both new build and refurbishment works. Although roles are technically swayed towards a specific area of specialism you will be required to assist the general team dependent upon workload.



Trusted procurement for better buildings and homes

Evaluation of bids also forms a pivotal aspect of the daily duties where tender submissions that are received are scored against technical ability, regional ability, and cost for the proposed service(s). As the LHC has Regional Business Units (RBU's) covering the three Nations of the UK mainland, framework applications can be large in number and complex due to regional legislation and social values. Effective tracking and an eye for detail is therefore required during the evaluation stage which requires a fair proportion of data entry and ability to perform scoring in spreadsheets.

The Technical Officers focus will be to maintain effective liaison and contact with all relevant parties during framework development to ensure satisfactory outcomes that meet LHC clients' expectations. There after they will assist in the conducting of post contract reviews and annual audits for the benefit of all parties – the client, LHC and the appointed company – identifying areas for continuous improvement.

What you'll need

To be organised, accurate, detail orientated, independent and a reliable team player.

Excellent communication skills acquired and developed across all business arenas.

Committed to delivering exceptional levels of customer service

Experience of building construction and/or building maintenance environments from site feasibility through to final building / project completion and handover.

A well-founded understanding of construction project management techniques and construction methodologies.

Awareness of public sector procurement practices and the social housing sector.

What you'll get

Basic salary starting salary £33,948 p.a. (inc. London weighting)

An annual performance bonus based on personal and company targets.

Public Sector Pension scheme.

28 days holiday plus public holidays

36 hour week.

Personal training and development plan.

What to do next

If you are interested, send your CV and a covering letter (max 1 side of A4) demonstrating how you meet the job description and person specification to HR@lhc.gov.uk, and we will be in touch.