

LHC – Technical Procurement Operations Team – Uxbridge.

SENIOR PROCUREMENT OFFICER RECRUITMENT

About the Senior Procurement 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 procurement professional with demonstrable knowledge delivering successful procurements within the public sector who can help deliver LHCs framework procurement programme and provide procurement support and advice to the wider LHC Group. Experience of procuring contracts within the social housing and/or construction sector would be of benefit but not essential.

This is a fixed term contract as a result of a restructure of the Technical Procurement Operations team. The post will be for 12 months with the possibility of a further 6 months extension.

General duties would broadly include the following activities:

- Lead compliant procurement activities to establish framework agreements for use by public sector bodies within England, Scotland and Wales in accordance with the Public Contracts Regulations 2015.
- Working closely with key technical staff and stakeholders from regional teams, have end to end ownership for the procurement of a framework from development of the business case and strategy through to creation of specification and associated tender documentation, evaluation, award and mobilisation.
- Assist the Head of Technical Procurement in reviewing and improving LHC’s procurement and contract management processes, systems and documentation.
- Support the technical and procurement teams with ongoing framework governance such as quality audits, progress reviews, novation, framework price adjustment etc
- Line management responsibility of a procurement officer

What you will be doing

The role will support the centralised technical procurement 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.

Working in collaboration with the group technical leads and representatives from the regional teams, the successful candidate will take the lead for the development and implementation of a procurement strategy for the renewal of an existing, or an entirely new framework product. This will include:



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- Development of the proposed framework (scope, lots, workstreams, process etc).
- Carrying out of pre-tender market engagement to help develop the strategy and raise awareness in the construction sector of the upcoming tender opportunity.
- Presentation of the strategy to LHC's group steering team for approval to proceed to tender

Following approval of the procurement strategy, working in collaboration with the group technical lead/s the Senior Procurement Officer will take the lead for the management of the procurement activity to establish the new framework. This will include creation of specification and associated tender documentation, managing clarifications, tender evaluation, award and mobilisation activities.

In addition to delivery of new frameworks, the Senior Procurement Officer will assist the Head of Technical Procurement with the development of procurement related systems, documentation and processes to improve both internal operations but also the client and bidder experience. Specific areas to be developed:

- Standardisation and improvement of tender documentation issued to bidders.
- Creation of training materials and/or recorded webinars to support and encourage SMEs
- Creation of tender and contract templates for use by LHC clients for use in further competition activities
- Development of the eTendering system to improve bidder experience and reduce manual administration activities for the centralised procurement team in tender evaluation.
- Implementation of a contract management system and framework refresh/audits activities.

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.

Good understanding of best practice procurement, ideally in a public sector capacity

Experience in co-ordinating multi-disciplined teams to deliver projects on time and to a high standard.

Committed to delivering exceptional levels of customer service.

What you'll get

Basic starting salary £39,867 p.a. (inc. London weighting)

An annual performance bonus based on personal and company targets.

Public Sector Pension scheme.

33 days holiday plus public holidays.

36 hour week.

What to do next

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



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Timeline

Application Closing date	Friday 23 rd July
Shortlist Confirmed	Tuesday 27 July
1 st Interviews @ LHC (Uxbridge)	02 - 6 th August
Shortlisted	6 th August
Final interviews @ LHC (Uxbridge)	w/b 9 th August
Outcome letters	By 20 th August
Start Date (Target)	1 st October 2021

Job title: Senior Procurement Officer
Grade: POB
Immediate superior: Head of Technical Procurement
Responsible for: 1 Procurement Officer
Location: Uxbridge, with occasional travel to regions

Principal aims of LHC

- LHC provide 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, long established and well respected throughout the sector, whose appointed companies deliver construction, refurbishment and maintenance services to its public sector clients throughout mainland UK, with a focus on social housing and education

Role Summary

This is a fixed term contract as a result of a restructure of the Technical Procurement Operations team. The post is for 12 months with possibility of a further 6 month extension.

With support and direction from the Head of Technical Procurement; the Senior Procurement Officer will lead on the strategy, delivery and post procurement management of a range of framework agreements on behalf of LHC and its regional teams.

The Senior Procurement Officer will support the Head of Technical Procurement in providing a centre of procurement excellence on behalf of LHC which will provide:

- The effective delivery of a strategic procurement plan which will include the procurement of a range of complex national and regional frameworks with multiple work streams and/or regional lots.
- Consistency, quality and on plan delivery of the procurement frameworks LHC tender and all associated documentation both pre and post tender.
- Advice, guidance and support to the rest of LHC on public sector procurement and individual framework management related matters.
- Promotion and awareness within the housing and construction market, helping to establish LHC as a framework of choice for both customers and contractors.

What LHC are looking for from this role

As an organisation LHC is growing and developing the offer we present to the market. The centralised procurement team will support this by developing framework solutions that appeal to a wide range and size of public sector bodies but also suppliers and contractors.

The Senior Procurement Officer will sit within the centralised group procurement function, a relatively new team tasked to deliver improvements in the way LHC plan, structure, and conduct procurement activities, but also implement improvements in the use of procurement systems and technology to support the wider organisation and improve bidder experience.

The ideal candidate will have experience working within a procurement function and have delivered a variety of end-to-end procurement activities and be looking for a new challenge with the opportunity to help support the development of the new team.

The ideal candidate for this role will have demonstrable experience in delivering successful procurement within public and housing sector organisations along with the construction sector however this is not essential, and training can be provided.

Specific responsibilities

- Line management responsibility for 1 Procurement Officer
- Using knowledge and understanding of the Public Contracts Regulations 2015, conduct compliant procurement activities to establish framework agreements for use by public sector bodies ensuring transparency and clear audit trail for all procurement activity.
- Be fully cognisant of the current differences / nuances of procuring framework agreements within England, Scotland and Wales, whilst keeping up to date on future regulatory changes that may impact services.
- Working closely with key technical staff and stakeholders from regional teams, have end to end ownership for the procurement of a framework from development of the business case and strategy through to creation of specification and associated tender documentation, evaluation, award and mobilisation.
- With support from technical staff, take ownership for due diligence and assessment of suppliers, installers, contractors and consultants for each framework arrangement, including their financial standing, management, manufacturing quality control facilities, installation and construction practices and quality control.
- With support from technical staff, prepare technical specifications and pricing schedules, evaluate offers from industry by means of computer-based models, and prepare evaluation reports ensuring the correct procedure is always followed.
- Assist the Head of Technical Procurement in reviewing LHC's procurement and contract management processes, systems and documentation to identify improvements and subsequently lead on actions to implement them.
- Develop good working relationships with key personnel both within LHC central and regional teams.
- Acquire and maintain a thorough knowledge of the structure, technicalities and pricing structures of a range of framework arrangements LHC offer to be able to support and give advice to regional teams as well as end customers.
- Act as an escalation route both in framework related matters but also for individual call off contract disputes where it cannot be resolved locally.
- Support the technical team with ongoing framework governance such as quality audits, progress reviews, novation, framework price adjustment etc.
- Support the Head of Technical Procurement in developing a suite of training tools and materials for use by technical and regional teams on a variety of procurement related subject matter such as effective use of eTendering systems, new framework guides, changes in procurement regulations etc.
- Support the marketing team with the production of promotional and marketing material for the frameworks, where necessary attend framework launch events and conferences on behalf of the group procurement team where LHC are exhibiting.

- Liaise with the Procurement Officer to ensure that the Customer Relationship Management (CRM) system used by regional teams is updated following launch of new frameworks and kept up to date during the life of a framework.

Contacts

- Internally: all LHC central and regional staff
- Externally: Clients (both current and prospective), contractors and appointed consultants

Other special circumstances

Although the post is based on a 36-hour working week, hours may be varied, and unusual and unpaid overtime may be required. The postholder should be willing to work evenings as required to meet the needs of the service.

Overnight stays will be required occasionally to deliver the service, for example to attend an event or to attend meetings where return travel is not reasonably practical in a single day.

Person Specification

The following attributes are sought from the successful individual for this role:

EXPERIENCE - ESSENTIAL

- Demonstrable experience of successfully delivering a range of procurement tenders and solutions delivering a quality, sustainable and cost-effective outcome.
- Understanding of current procurement best practice, including a range of procurement tools and techniques.
- Experience of using a range of procurement related systems such as eTendering, contract management, dashboard reporting and customer relationship management systems.
- Previous experience in both developing and presenting strategic business cases and plans to key stakeholders.

EXPERIENCE – DESIREABLE

- Experience of undertaking regulated procurement of goods and/or services on behalf of Public Sector organisations operating within England, Scotland and Wales.
- Experience in procuring housing and / or construction related works and services.
- Good understanding of various construction-based contract forms such as NEC, JCT etc.

QUALIFICATIONS & TRAINING

- Degree or vocational qualification or equivalent demonstrable experience.
- Accredited as MCIPS or working towards.

APTITUDES & ABILITIES

- Excellent interpersonal skills, both face to face and on the telephone.
- Excellent written and numeracy skills both.
- Excellent organisational and time management skills.
- Good commercial assessment and negotiation skills.
- Excellent analytical skills.

PERSONAL QUALITIES

- High level of personal drive to succeed and highly self-motivated.
- Positive and inclusive attitude.
- Good team worker and willing to support others with their work where necessary.