

LHC – Technical Procurement Operations Team – Uxbridge.

PROCUREMENT OFFICER RECRUITMENT

About the 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 to be a part of our Technical Procurement Operations (TPO) team which focusses on the delivery, improvement and compliance of all LHC technical and procurement support services covering building regulation compliance, construction, maintenance and refurbishment programmes throughout the UK.

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:

- Supporting with 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, support the delivery 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 TPO team in reviewing and improving LHC’s procurement and contract management processes, systems and documentation.
- Support the technical and procurement team with ongoing framework governance such as quality audits, progress reviews, novation, framework price adjustment etc

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 with the Senior Procurement Officer, technical leads and representatives from the regional teams, the successful candidate will provide a support role in the development and implementation of a procurement strategy for the renewal of an existing, or an entirely new framework product.



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Following approval of the procurement strategy, the Procurement Officer will support the Senior Procurement Officer with various procurement activities to establish the new framework. This will include support with the creation of tender documentation, managing clarifications, tender evaluation, award and mobilisation activities.

In addition to delivery of new frameworks, the Procurement Officer will assist the wider TPO team 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 to bid for LHC frameworks.
- 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 annual framework refresh/audits activities.

What you'll need

Experience of public sector procurement practices and ideally exposure to procurement within the social housing sector.

An awareness or experience of construction and building maintenance projects within the private or social housing market and/or community buildings in the public sector would be extremely advantageous but not essential.

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

Committed to delivering exceptional levels of customer service

What you'll get

Basic starting salary £34,884 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.

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, and we will be in touch.



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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: Procurement Officer

Grade: POA

Immediate superior: Senior Procurement Officer

Principal aims of LHC

- LHC provides specialist procurement framework solutions, technical and project monitoring services related to construction and asset management 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 particular 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 months extension.

Reporting to the Senior Procurement Officer, the Procurement Officer will support the strategy, delivery and post procurement management of a range of framework agreements on behalf of LHC and its regional teams. This will include:

- Support with the development of procurement documentation and key procurement activities (managing queries, tender evaluation, outcome letters, reports etc)
- Researching information and data analysis to support with the creation of specification and tender documentation.
- Administrative support with the management of live procurement activities.
- Management and maintenance of procurement related data held within LHC’s Customer Relationship System.
- Support with queries (internal & external) and framework management activities.

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 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 experience with a variety of end-to-end procurement activities (either in a support or lead role

capacity) and be looking for a new challenge with the opportunity to help support the development of the new team.

Specific responsibilities

- Working with the Senior Procurement Officer and technical colleagues, the Procurement Officer will support the management of centrally managed tender processes.
- Leading in the administrative element of live tenders, (using LHC's eTendering system) acting as a first point of contact and liaise with the Group Technical Managers to respond to clarifications and queries.
- Supporting in the development of procurement templates, processes, systems and guidance information for both internal and external consumption
- Supporting in the collation and loading of supplier data to be into LHCs' internal systems and subsequent ongoing maintenance of the data.
- Assisting in the assessment of suppliers, installers, contractors and consultants tender submissions as appropriate to each framework arrangement, including their financial standing, qualifications, accreditations etc
- Supporting in developing, new and replacement Framework business cases, strategies and other documentation which may include data analysis and conducting benchmarking, competitor analysis and wider market research.
- Acting as the first point of call on all centrally managed framework related enquires and using knowledge to either respond or escalate technical questions in relation to technical, cost, and contractual enquiries concerning LHC.
- Supporting in the management of live Frameworks and companies appointed to them, ensuring that appropriate due diligence and performance management is undertaken in accordance with agreed protocols and frequencies.
- Contributing to the drafting of reports for senior management and board members.
- Supporting the Procurement team in preparing and delivering procurement training to internal and/or external audiences.
- Assisting in the collation of supporting Framework data and content with a high level of accuracy to form part of framework guides and other literature
- Monitoring and advising contractors of price adjustments and ensuring up to date insurances, certification, accreditation etc are held by appointed companies.

General Responsibilities

- Competently and appropriately utilise all equipment and software comprising the office information technology and CRM systems.
- Assist in the preparation and delivering of presentations to visitors, current, and potential clients using the various audio-visual aids in the LHC offices or virtually.
- Maintaining records and reports either verbally or in writing as required by the Senior Procurement Officer or Head of Technical Procurement.
- Liaising and collaborating with consultants appointed by LHC.
- Undertaking any other duties commensurate with the general level of responsibility of the post at the discretion of the Head of Technical Procurement.

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 may 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

- Experience of working within a procurement environment.
- Experience creating procurement documentation and carrying out key procurement activities (either in support or in a lead role).

EXPERIENCE - DESIREABLE

- Minimum 1-2 years' experience in a procurement team / environment.
- Experience of working in a public sector and / or housing or construction environment.
- Using Customer Relationship Management systems or other similar databases.
- Working knowledge of the Public Contracts Regulations 2015.
- Experience of liaising with and/or managing suppliers / contractors.

QUALIFICATIONS & TRAINING

- Vocational qualification or equivalent demonstrable experience.
- Hold procurement related professional qualification (e.g. MCIPS) or working towards it

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.
- Good 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