

## LHC – UXBRIDGE – PROCUREMENT OFFICER

### About the job

This is a vital appointment within an 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. They are a not-for-profit “dot gov” central purchasing body, established and well respected throughout the sector.

Their 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 fundamental 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.

The successful candidate will be based in Uxbridge, working with LHC Colleagues and Regional Business Units, their clients and LHC Appointed Companies to build robust, actionable, compliant, and fit for purpose procurement frameworks and services. They will ensure the needs of each are fully understood in order that the frameworks and services deliver the best possible outcomes on LHC Projects.

### What you will be doing

The successful candidate will through ongoing communication and interaction with various stakeholders contribute to the production and delivery of the full range of procurement frameworks and support services provided by LHC to their Members / Clients. They will also play a part in the enhancement and improvement of best practice and procurement protocols within the organisation.

Their focus will be to maintain effective liaison and contact with all parties Pre / During / Post Framework development in accordance with the Public Contracts Regulations 2015 . Focus of their work activity will surround LHC’s procurement process compliance and efficiency regarding multiple building construction projects, planned and reactive building maintenance projects and building refurbishment projects within the public sector. They will be tasked to ensure LHC provide industry regarded satisfactory outcomes that meet or exceed clients’ expectations.

### What you need

To be organised, accurate, detail orientated, independent and a reliable team player. Excellent communication skills acquired and developed in a procurement / commercial environment within the public sector and ideally coupled with the building services sector. Committed to delivering exceptional levels of customer service.

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.

Knowledge and experience of public sector procurement practices is essential and ideally exposure to the social housing sector.

### **What you get**

Starting Salary – the successful candidate will enter the organisation at the base of the public sector salary band commensurate with the position

Salary Range (POA) - £34,884 to £38,883 p.a.

An annual discretionary performance bonus based on personal and organisation targets.  
Immediate entry into a Public Sector Contributory Pension Scheme.

28 days holiday plus public holidays

36 hour week.

Personal training and development plan.

### **What to do next**

If you are interested contact, Stuart Lippitt, by email [sl@gradu8group.co.uk](mailto:sl@gradu8group.co.uk), or mobile phone **07824471662**, and he will give you more details and issue a full Job Description and Person Specification accordingly.