

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Leasehold and Procurement Manager	Grade: SSA MG1
Section: Leasehold and Procurement	Directorate: Housing and Regeneration
Responsible to following manager: Capital Programming and Support Services Manager	Responsible for following staff: Principal Leasehold and Procurement Officer and Senior Consultation Officer
Post Number/s: HC112	Last review date: 15 June 2022

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

1. Responsible to the Capital Programming and Support Services Manager for the provision of an effective, efficient and economic housing management service, specifically concerning the procurement of works, services and goods for the Richmond and Wandsworth's Housing and Regeneration Department, statutory leasehold consultation in relation to major works and term contracts and ensuring

the most effective use of Wandsworth Council's land and property assets held within the housing revenue account. Deputises for the Capital Programming and Support Services Manager in their absence for the areas of responsibility as outlined within the job description.

2. Responsible for a section comprising of 10 officers, providing strategic, operational and motivational leadership of staff, a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
3. Responsible for ensuring the procurement of a diverse range of works and service term contracts for the Richmond and Wandsworth Housing and Regeneration Department to a cumulative value of over £25 million per annum.

Specific Duties and Responsibilities:

1. Responsible for the drafting and specifying of term housing contracts with a cumulative value of over £25 million per annum. This includes 28 area repair contracts and 30-40 specialist mechanical, engineering, works, services and professional consultancies for the Housing and Regeneration Department.
2. Responsible for carrying out full operational reviews of all term contracts and ensuring that all reports to the Better Service Partnership Procurement Board, HOSC and relevant committees concerning the re-tendering of all term contracts are prepared and the tendering and procurement procedures (be they local, national or subject to a notice published in Find A Tender- Gov.Uk) are adhered to in compliance with the Council's Procurement Regulations.
3. Creates and implements robust contract monitoring provisions to ensure services are provided to the specified standard and addresses complex and diverse issues of contract compliance. Ensures default notices are legally accurate and served, correctly advising senior managers of the appropriate actions to take. Liaises on a regular basis with the Council's solicitors on behalf of the department seeking advice on complex legal matters. Seeks the approval of the BSP Procurement Board to progress processes of termination and novation of contracts where appropriate and any necessary retendering.
4. Represents the Housing and Regeneration Department in presenting all papers and to discuss matters concerning long term service or major works contract to meetings of the Procurement Board as necessary.
5. Is the senior interface between Richmond and Wandsworth Housing and Regeneration Department and the Council's Solicitors, external legal contractor/s and Resources Department in relation to all issues concerning departmental procurement, leasehold and housing site disposal and self build development

issues. Has responsibility for the effective conduct of the legal contract on behalf of Wandsworth Housing and Regeneration Department. Attends review meetings with the contractor and appraises the Council's Solicitors on issues of performance.

6. Following assessment of contract tender returns manages the preparation of SO83(A) or Committee Papers for approval of contract award and on receipt of recommendations to proceed, is responsible for preparing the necessary documentation for all approvals, resolving any Chairman or Director of Finance queries and making any necessary revisions. Once received, prepares documentation for formal contract sealing
7. Is the main point of contact for Wandsworth Housing and Regeneration Department and is responsible for resolving miscellaneous and often complex and challenging queries raised by other departments and external agencies concerning leasehold matters, procurement, properties and areas of land held within the Housing Revenue Account, for example commercial premises on housing estates, properties controlled by or used by other departments.
8. Responsible for ensuring the satisfactory completion of the statutory leasehold consultation processes to be carried out in respect of the annual capital and major revenue programmes and term contracts where such consultation is required. In this respect ensures the Council's position is not financially compromised by a failure to consult in a timely manner as dictated by the prevailing legislation
9. Advises the Director of Finance of the requirement to levy major works service charges and final account adjustments on leaseholders within the prescribed statutory deadlines in order to derive service charge income estimated at £9m to £10m per annum.
10. Represents the Council at First Tier Tribunal in relation to all cases taken by long leaseholders in respect of challenges made against the Council's levying of service charges. Responsible for reviewing all applications made to the Tribunal and advising Directors and other Senior Staff on Council's position as to success so avoiding reputational damage to the authority.
11. Manages the Principal Leasehold and Procurement Officer's negotiations with leaseholders, freeholders and solicitors with regard to lease variations for diverse structural alterations, surrender/renewal of leases involving lease extensions and associated compensation payments to leaseholders and freeholders
12. Responsible for drafting replies/reports to Members of the Council and Members of Parliament on those other areas of work defined within this job description. Advises and assists Members ensuring that they are briefed on leasehold and procurement matters and are kept abreast of legislative and policy changes.
13. Responsible for the leasehold and Procurement section budget valued at £550,000

per annum. Responsible for statutory consultations with residents for millions of pounds worth of major works on an annual basis

14. Advises senior staff on complex leasehold matters.

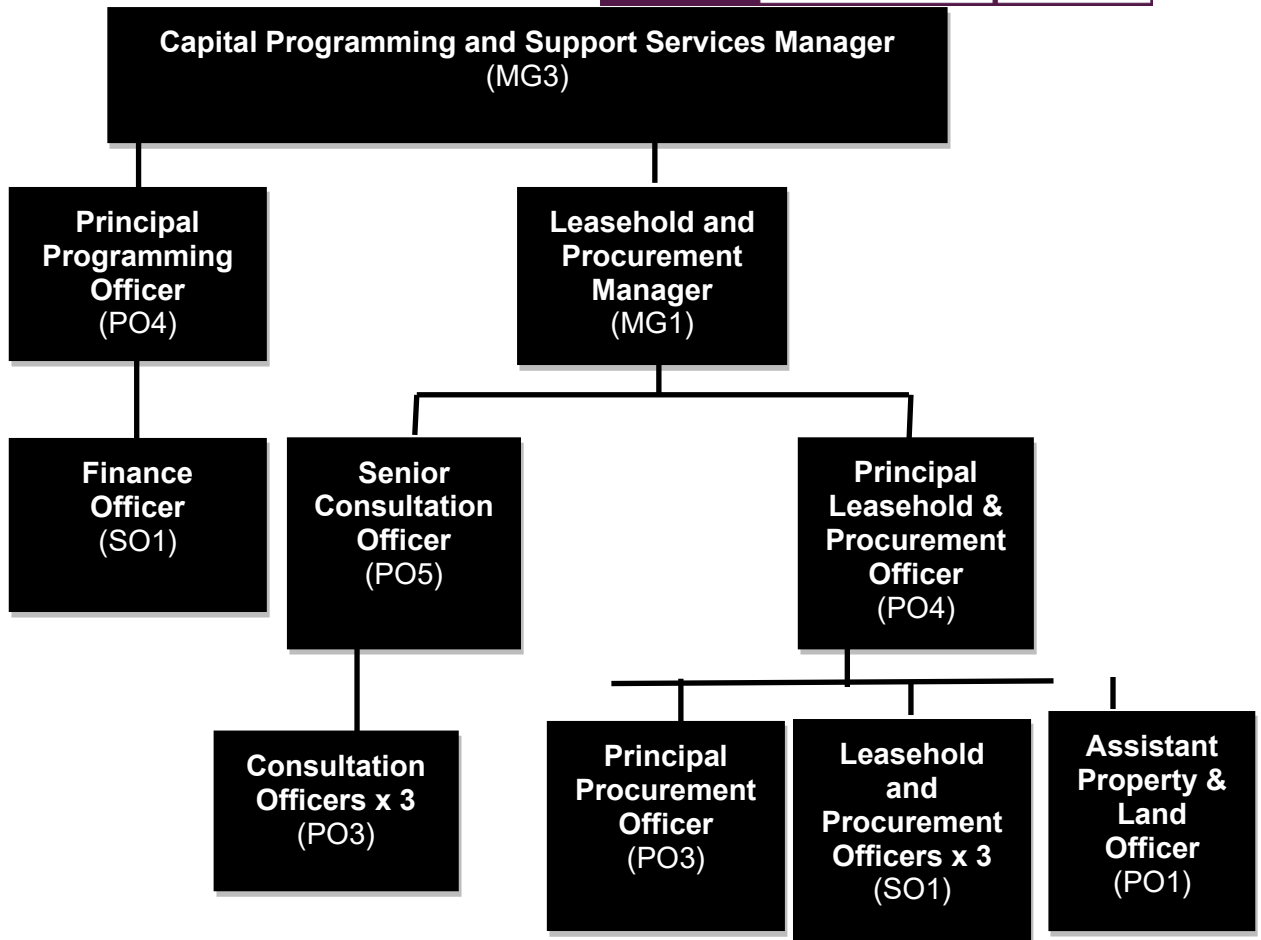
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

- Attends meetings of the Borough Residents Forum, Housing Overview and Scrutiny Committee Finance and Corporate Resources Overview and Scrutiny Committee and Cabinet when required, to address issues relating to papers concerning issues of retendering of term contracts and other related housing procurement issues.
- Attends evening consultation meetings with council residents on a regular basis in relation to proposed major works schemes with service charge implications.

Team structure



Person Specification

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Responsible to: Capital Programming and Support Services Manager	Responsible for: Principal Procurement Officer, Senior Leasehold and Procurement Officer and Senior Consultation Officer
Post Number/s: HC112	Last Review Date: 15 June 2022

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
1. Wide ranging detailed knowledge of leasehold management, including statutory consultation legislation, legal interests relating to land ownership and leasehold service charges and related legislation.	Essential		A/I/T
2. Detailed knowledge of local government procurement procedures and legal framework relating to		Desirable	A/I/T

works, services and goods in a public authority setting.			
3. An understanding of and commitment to the Council's Equal Opportunities Policies with respect to employment and service delivery. A knowledge of the Council's Safeguarding responsibilities.	Essential		A/I
Experience	Essential	Desirable	Assessed
4. Experience of managing a team of principal and senior officers and administrative staff	Essential		A/I
5. Experience of preparing contract documentation for building, mechanical, professional, services, facilities management and other term contracts, management of the related procurement process and contract administration in a local authority environment		Desirable	A/I
6. Experience of drafting committee or other reports and letters of a challenging, contentious and complex nature.	Essential		A/T
7. Experience of problem solving and decision making.	Essential		A/I
Skills	Essential	Desirable	Assessed
8. Ability to deal with issues arising out of statutory leasehold consultation and issues relating to land ownership within a local authority setting	Essential		A/I
9. Excellent planning, interpersonal and organisational skills	Essential		A/I
10. Ability to communicate effectively with politicians, residents' groups, senior officers, other colleagues and members of the public and an awareness of political sensitivities.	Essential		A/I

11. Able to establish and develop positive relationships both internally and externally representing the Council and Director in contract negotiations and contract disputes with senior contractor representative up to director level.	Essential		A/I
12. Able to analyse and interpret financial data and ensure best value for money	Essential		A/I
Qualifications	Essential	Desirable	Assessed
13. Relevant qualification in either leasehold or procurement management or experience within a public sector organisation at a senior level.		Desirable	C

A – Application form / CV

I – Interview

T – Test

C - Certificate