**Job Profile**

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| **Job Title: Principal Procurement Officer** | **Grade: PO3** |
| **Section: Support Services** | **Directorate:** **Housing and Regeneration** |
| **Responsible to: Leasehold and Procurement Manager** | **Responsible for: Not applicable** |
| **Post Number: RWHPP01** | **Date: 1st November 2018** |

**Working for the Richmond/ Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement aims to be at the forefront innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

1. Responsible to Leasehold and Procurement 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 Housing and Regeneration Department, ensuring the Council is achieving best value in the purchasing of goods, works and services.
2. To aid and support the development of strategic relationships with suppliers, delivering cost savings to the department and be the department’s procurement expert providing expert advice and guidance to the Director and other senior managers.

**Specific Duties and Responsibilities:**

1. Drafts contract documentation, specifications, procurement advisory group papers, delegated authority reports (SO83(A)) and committee reports for approval by the Leasehold and Procurement Manager. Working on a diverse range of over 60 works and services term contracts for the Richmond and Wandsworth Housing and Regeneration Department to a cumulative value of over £25 million per annum. This includes all the area repairs contracts (x 28) plus approximately 30 -40 specialist mechanical, engineering, works, services and professional consultancies for the Richmond and Wandsworth Housing and Regeneration Department including a wide range of facilities management services. Carries out full operational reviews of all term contracts and will ensure that all reports to the SSA (Shared Staffing Arrangement – Richmond / Wandsworth) Procurement Board and relevant Committee/s concerning retendering of all term contracts are prepared and that tendering and procurement procedures (whether they be local, national or affected by European legislation) are adhered to in compliance with the Council’s Procurement Regulations.
2. Carries out the following duties dealing with all aspects of procurement at times of heavy demand for the service within the section. This will include:
   1. the checking of tender documentation to ensure correct form of contract has been used;
   2. the calculation of liquidated damages and ascertained damages for inclusion within the documents;
   3. the vetting of contractors nominated by leaseholders;
   4. reviewing JCT prelims as necessary;
   5. ensuring all contracts are sealed and associated matters i.e. novation, liquidations and change of names are completed in a timely manner:
   6. advising on contract start and finish dates and any uplifts in line with relevant indices;
   7. monitoring SO83(A)’s checking progress of scheme and identifying that leasehold consultation is completed when necessary;
   8. raising the councils official order letter for major works and consultancy appointments; and.
   9. sets up creditors reference for payments to be made to the contractor and has access to the council’s payments system.
3. Interacts with Central Procurement to ensure that all departmental major works and term contracts (building, mechanical, adaptations, professional, services and facilities management) are tendered expeditiously, ensuring that all documents and drawings are attached. Ensures, with the Leasehold and Procurement Manager, that full spend is achieved under the capital, external decorations and other major works programmes and on receipt of and subsequent to tender assessment, drafts and seeks Committee or relevant SO83(A) approval to contract award. On receipt of such approval has responsibility for contract sealing and issuing orders for all programmed major works and term contracts.

1. Deals with all issues which arise as part of the transactional element of the procurement process as this applies to the tendering of Housing and Regeneration major works and term contracts. Initiates, advises on and manages the procurement processes in relation to any new areas of service provision with advice from the Leasehold and Procurement Manager.
2. Responsible for maintaining a detailed knowledge of procurement processes and the legal framework related to works, services and goods in a local authority setting.
3. Trains staff up to Director level on procurement legislation, procedures and practices.
4. Supports the Leasehold and Procurement Manager in developing the Department’s procurement strategy and reviewing procurement processes to ensure they are fit-for-purpose and effective.
5. In conjunction with the Council’s Central Procurement Section, advises senior officers within the SSA in relation to issues concerning the procurement of works, services and goods in compliance with the Council’s Procurement Regulations and legal requirements.
6. Liaises with senior officers within Property Services, the Design Service, Wandsworth Housing and Regeneration Strategy and Development, Major Works and Technical and Programming sections and external consultants to manage procurement issues.
7. Manages key strategic relationships with suppliers to promote a productive relationship which delivers the required goods, works and/or services within the agreed framework.
8. Acts as an 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. Has responsibility for the effective conduct of the legal contract as it relates to issues of procurement on behalf of Wandsworth Housing and Regeneration Department. Attends review meetings with the contractor and apprises the Council’s Solicitors on issues of performance.
9. Responds to all Freedom of Information requests relating to issues concerning the procurement of housing major works, and term contracts
10. Responds to all MPs, Councillor’s enquires and Ombudsman’s complaints within the post holder’s areas of responsibility as defined within this job description with support from the Leasehold and Procurement Manager on complex issues.

**Generic Duties and Responsibilities**

1. To contribute to the continuous improvement of the Boroughs of Wandsworth and Richmond services.
2. To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
3. To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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.
4. To understand the both Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
5. The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Current team structure**

**Head of Programming, Leasehold & Procurement**

MG1(SJE)

**Principal Programming Officer**

(PO2)

**Leasehold and Procurement Manager**

PO5(SJE)

**Strategic Technical Advisor**

(PO6)

**Finance Officer**

(SO1)

**Senior**

**Consultation Officer**

(PO3)

**Principal Procurement Officer**

(PO3)

**Senior Leasehold & Procurement Officer**

(PO3)

**Technical Administrator**

(SO1)

**Consultation Officers x 3**

(PO3)

**Leasehold and Procurement Officers x 3**

(SO1)

**Assistant Property & Land Officer**

(PO1)

Person Specification

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**Our Values and Behaviours[[1]](#footnote-1)**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision.
* taking a team approach that values collaboration and partnership working

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| **Requirements** | **Assessed by A &**  **I/ T/ C** | |
| **A – Application form I – Interview T – Test C – Certificate (original evidence)** | | |
| **Knowledge** | | |
| **Knowledge** | | |
| 1. Knowledge of UK and EU Procurement Law in practice | A/I/T | |
| 1. Knowledge of procurement processes and the legal framework related to the procurement of works, services and goods in a public authority setting | A & I | |
| 1. Able to demonstrate an understanding of the Councils’ Equal Opportunities Policy. Specifically, the approach to be adopted to achieve delivery of an equal and fair service to all clients and to promote equality of opportunity to all staff and applicants. Knowledge of the Council’s Safeguarding responsibilities. | A & I/ | |
| **Experience** | | |
| 1. Experience of preparing contract documentation, reports, other reports and letters or similar types of documentation. | A & I/T | |
| 1. Experience of problem solving and decision making. | A & I/T | |
| **Skills** | | |
| 1. Ability to communicate effectively with senior officers and other colleagues as well as possessing excellent interpersonal skills. | A & I/T | |
| 1. Able to establish and develop positive relationships both internally and externally representing the Council and Director in contract negotiations and contract disputes. | A/I | |
| 1. Ability to analyse data and ensure best value for money. | A & I/T | |
| 1. Ability to review and proof-read documentation effectively to check for completeness and accuracy | A & I/T | |
| 1. Ability to prioritise own workload and meet strict deadlines with a can do attitude working the hours required to provide the service. | A & I | |
| **Qualifications** | | |
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1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-1)