



**PROCUREMENT AND
INVESTMENT
MANAGER**

The Wrekin
Housing Group

Job Description and Person
Specification March 2021

THE WREKIN HOUSING GROUP

PROCUREMENT & INVESTMENT MANAGER

RESPONSIBLE TO: Planned Investment Lead Manager

RESPONSIBLE FOR: Surveyor(s)

KEY OBJECTIVES:

Transform the delivery of the Group supply chains and procurement practices by:

- Acting as procurement lead for the Group, and manage the Groups Contract Register and Procurement Strategy delivery;
- Act as contract lead on a number of main Group wide contracts e.g. materials supply chain, printers, stationary etc.;
- Negotiate with external vendors to secure advantageous contract terms;
- Examine and test existing contracts for value for money and service quality;
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company;
- Perform risk management for supply contracts and agreements;
- Control spend and build a culture of long-term saving on procurement costs;
- Undertake a review of Group financial spend, and identify potential savings available by consolidation, re-procurement or negotiation;
- Create and implement clear strategies for buying goods and services that are in line with the organisation's wider objectives and goals;
- Support the integration of social value within the Group's procurement and contract management processes, systems and operations.
- Help the organisation to forecast and plan supply requirements;

- Help the organisation to achieve the best value for money, level of service and quality standards when dealing with contractors and suppliers;
- Supervise the delivery of the Groups Asset Register and stock appraisals;
- Supervise stock surveys, lease appraisals, insurance works, and dilapidation surveys as required.

KEY RESPONSIBILITIES

- Acting as procurement lead for the Group;
- Lead major procurement exercises, ensuring all sourcing activity fully complies with appropriate legislation and regulation whilst also complying with Wrekin's Standing Orders and Procurement Procedures;
- Work collaboratively with incumbent suppliers and potential new entrants to identify gaps in market provision and explore opportunities to close those gaps;
- Create and implement clear strategies for buying goods and services appropriate to the needs of the Group;
- Working with contract leads, make sure that contractors and suppliers meet required standards, accreditation and having the right insurance cover;
- Make sure the supply chain is free from slavery and corruption; and undertake monitoring of all major Group suppliers on a regular basis;
- Ensure the Group buy's ethically in line with the Groups ethical procurement guide and in support of the Social Value Strategy to deliver social, economic and environmental benefits.
- Provide advice and information to colleagues on the management, monitoring and compliance of social value within contracts.
- Develop and maintain long-term, positive relationships with suppliers, ensuring high service and quality standards;
- With contract managers, compare costs and specifications in the proposals that suppliers and contractors send;
- Review contracts with suppliers and contractors on behalf of the organisation;

- Develop and implement innovative approaches to improve procurement processes, making them more flexible, efficient and transparent;
- Assist in and implement procurement routes appropriate to the needs of the business;
- Produce regular procurement reports to share with other people within the organisation;
- Keep up-to-date with industry trends'
- Supervise stock surveys, lease appraisals, insurance works, and dilapidation surveys as required.

GENERAL MANAGEMENT RESPONSIBILITIES

- To contribute to the development of Wrekin in meeting its mission and to help foster a culture of continuous improvement
- To ensure compliance with Wrekin's Standing Orders, standards of probity relating to Wrekin's charitable status and Regulator of Social Housing
- To be responsible for the management of the financial resources within his / her sphere of management.
- To ensure that all Wrekin's Corporate Policies are implemented within his / her sphere of management in particular:
 - Health and Safety
 - Equal opportunities and BME Policies
 - Risk Management
 - Performance Management
- To be responsible for the development and training of employees within his / her sphere of management
- To manage in accordance within the principles of value for money (VFM) and carry out VFM reviews on regular basis
- To ensure that tenant and customer interests are identified and fully taken account in those services within his / her sphere of influence.

PERSON SPECIFICATION

PROCUREMENT MANAGER & INVESTMENT MANAGER

QUALIFICATIONS

Degree or equivalent in supply chain management, logistics or business administration; or

Degree or equivalent in a construction management or quantity surveying field;

Relevant membership of an appropriate body e.g. Chartered Institute of Procurement and Supply (CIPS); Chartered Surveyor RICS; Chartered Builder CIOB; or equivalent.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Proven experience in procurement management role or financial construction/surveying role;
- A thorough knowledge of contract preparation, procurement law and an open and progressive approach to procurement practices;
- Effective negotiating skills;
- Developing and maintaining relationships within the business and with outside stakeholders, using effective communication skills;
- Knowledge of sourcing and procurement techniques as well as a dexterity in “reading” the market
- Good at planning, forecasting and organising own workload;
- Leading project groups when undertaking procurement exercises;
- Good analysis skills for identify opportunities and evaluating tender exercises;
- Understanding finance

- Previous experience of working in a similar role either public or private sector;
- Experience in procuring EU level tenders using traditional methods, dynamic purchasing, reverse auctions, frameworks etc.
- Experience of procurement project planning, programming and monitoring;
- Experience in producing statistical monitoring data of performance against defined indicators;
- Experience in collecting and analysing data spend and procurement data;
- Knowledge of social value principles, and the ability to apply this knowledge in procurement opportunities.
- Understanding of the Regulator of Social Housing regulatory requirements;
- Experience of writing and presenting financial and performance reports;
- Talent in negotiations and networking, with the ability to negotiate at all levels with stakeholders within the procurement and contractual arrangements;
- Ability to use Excel, Word, PowerPoint or equivalent, to produce management reports and information;
- Has proven and extensive customer service skills and a pro-active attitude to a quality delivery provision.

COMPETENCIES

Adheres to and promotes Wrekin's business values. Deals with customers and colleagues with commitment, integrity and respect.

Recognises and respects the individual value of all employees. Adopts an open, flexible and receptive approach to working with others.

Strives for quality and timely delivery of objectives, demonstrating initiative and resilience where required.

Articulates opinions, ideas and information in an effective manner. Actively listens to the communications of others.

Recognises the value of and actively promotes team working to improve services, resolve problems and promote inclusion at a local and company level.

Delivers acceptable solutions to problems through accurate diagnosis, consultation and efficient task management.

Manages the achievement of objectives through planning, communication, consultation and monitoring to meet deadlines.

Demonstrates sound judgement and independence in decision-making, seeking advice and information when appropriate.

Focuses clearly on main company objectives, demonstrating flexibility and creativity to facilitate change and improve services.

Uses clear oral and written 2-way communication to share information.

OTHER

Must possess a current driving licence.

Attendance at occasional out of hours meetings may be required plus flexibility with regard to hours worked.