

Procurement & Contracts Officer

**Salary – PO8 £40478 - £43516
(23/24 pay award pending)**

An opportunity has arisen for a Procurement and Contracts Officer. Based in Shrewsbury, but with travel across the county to the Bridgnorth and Oswestry areas, you will be responsible for leading and participating in all procurement activities across the business.

One of your main duties will be to develop a procurement strategy for STAR including partnering programmes where appropriate and to consider joint procurement of contracts with other partners and stakeholders where necessary.

You will be conversant with current legal, technical and strategic developments in matters relating to procurement and contract development including OJEU requirements and to provide advice to Managers as required.

Other duties will involve supervising contractors to ensure compliance with tender and contract specification and creating key performance frameworks to measure contract progress and compliance and ensuring contractors respond to deal with any shortfalls in compliance.

Who are Shropshire Town and Rural Housing?

We are an Arm's Length Management Organisation with responsibility for the management of all 3995 Shropshire Council owned homes in the Oswestry & Bridgnorth areas. We put the needs of our residents at the centre of how we deliver our services, in line with our vision, **"listening to our residents, together we create quality homes and vibrant communities"**

What will you get in return?

- Up to 33 days annual leave per year, plus bank holidays
- Access to Local Government Pension Scheme (employer contribution rate of 19%)
- Hybrid Working Policy
- Employee Benefits Portal, including the introduction of a salary sacrifice car scheme
- Wellbeing Support Package, which includes access to top counselling and physiotherapy services
- Training and development opportunities

For an informal discussion please contact Ros Bridges on 01743 210222.

Please send your completed application form to jobvacancies@starhousing.org.uk

Closing dates for application: 9.00am, Monday 3rd July 2023

Interviews week commencing 10th July 2023

Job Description

1a Details of Post

Title: Procurement and Contracts Officer

Post Number: TBC

Grade and SCP: PO8, SCP34 – 37

Reports to: Head of Corporate Services

1. Main Purpose

- To develop a procurement strategy for STAR including partnering programmes where appropriate and to consider joint procurement of contracts with other partners and stakeholders where necessary.
- To lead and participate in all procurement activities across the business, deploying expertise to ensure STAR contracts and procurement needs are carried out in accordance with legislation and Company standing orders ensuring compliance and best value for money is achieved.
- To be conversant with current legal, technical and strategic developments in matters relating to procurement and contract development including OJEU requirements and to provide advice to Managers as required.

Key Responsibilities

- To be responsible for all related contract procurement, compliance and administration services, including:
 - Preparing and updating an annual procurement plan.
 - Maintaining a contract register on behalf of STAR and its business activities.
 - Ensure compliance activity accords with statutory and STAR standing orders.
 - Issuing contract notices and advertisements.
 - To maintain a pre-tender tender qualification and approval system for contractors and consultants engaged by STAR.
 - Compile contract and technical specification documents for tendering purposes.
 - To participate in evaluating tenders and feasibility schemes according to pre-agreed tender evaluation parameters
 - To undertake post-tender contract administration including the preparation & vetting of final accounts.

- Liaising with relevant STAR Managers to ensure that all contracts are let in accordance with the STAR standing orders and that all appropriate approvals are obtained prior to contracts being let.
- Conduct full evaluations on submitted tenders to ensure the process is fully compliant and transparent. To notify successful and unsuccessful bidders of the outcome as well as service users.
- To liaise with external consultants in the delivery of procurement/contract issues relating to individual projects, and attending meetings as appropriate.
- To ensure that all contractors who are engaged by STAR are from approved lists and have appropriate tax and insurance documentation and that all appropriate audit controls, checks and financial control points are in place within contracts prior to letting.
- To liaise with relevant colleagues regarding any consultation (required by law) with leaseholders relating to pre- and post-tender evaluations & contract awards.
- To compile all necessary performance data, statistics, budget information and official returns including reports on contract and procurement issues for the Governance Manager, Head of Corporate Services as and when required.
- To participate in relevant internal and external forums to develop best procurement practice.
- To be conversant with current legal, technical and strategic developments in matters relating to procurement and contract development and to provide advice as required.
- Supervising of contractors to ensure compliance with tender and contract specification including where necessary monitoring their performance and taking appropriate action where performance does not meet targets.
- Preparing reports and creating key performance frameworks to measure contract progress and compliance and ensuring contractors respond to deal with any shortfalls in compliance.

Performance & Customer Focus

- Engage with service users and maintenance of an appropriate personal profile.
- Adopt a customer focused approach when delivering their service.
- Act as an advocate for their service and work collaboratively with colleagues across STAR Housing to meet the needs of the customer.
- Meet individual performance and personal development targets agreed through the Personal Development Review Process, learns from experience and is committed to continuous improvement individually and as an employee of STAR Housing.

Conditions of Service

The conditions of service are those laid down by STAR Housing, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

- a) The post is based at The Spruce Building, Shrewsbury, however a Hybrid Working Policy is in place.
- b) This post is subject to the following:
 - The post is Permanent for 37 hours per week.
 - Occasional evening work may be required.

- The post is subject to the organisations' Annualised Hours Scheme.
- c) This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.
- d) Annual leave entitlement is 28 days per year, rising to 33 days after 5 years' service, two of which need to be held for Christmas Closure's. In addition, staff receive statutory bank holidays and a concessionary day at Christmas is given at the Company's discretion.
- e) The appointment is subject to two months' notice in writing on either side.
- f) The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.
- g) Smoking is not allowed in STAR Housing buildings, vehicles or in any STAR Housing places of work.
- h) It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on STAR Housing business at the rate of 45 pence per mile.
- i) The post may require attendance at meetings and events outside normal working hours, therefore a flexible working pattern within the hours for the post will be necessary.

Pre-employment Requirements

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form.

Person Specification
Procurement and Contracts Officer

Attributes	Essential/Desirable	Method of Assessment
Qualifications (or equivalent skills)	<p>Essential:</p> <ul style="list-style-type: none"> • Professional qualification and membership of CIPS (Chartered Institute of Procurement and Supply) <p>Desirable:</p> <ul style="list-style-type: none"> • Relevant degree 	Documents & Interview
Experience and Knowledge	<p>Essential:</p> <ul style="list-style-type: none"> • Demonstrate experience of leading and directing on corporate procurement projects. • Knowledge of Procurement processes including OJEU. • Knowledge of relevant procurement legislation and able to anticipate and plan for future changes that could affect Company activity. • A self-starter with logical problem-solving skills, an aptitude for applying knowledge and procurement techniques to proactively resolve issues. 	Documents & Interview
Specialist skills and abilities	<p>Essential:</p> <ul style="list-style-type: none"> • Project Management skills. • Able to work effectively with colleagues from a range of backgrounds. 	Documents & Interview

	<ul style="list-style-type: none"> • A self-starter with logical problem-solving skills, an aptitude for applying knowledge and procurement techniques to proactively resolve issues. • Effective communication skills and ability to present written information in a structured, concise and balanced way appropriate to the needs of the recipients. • Confidence to give advice / persuade / negotiate within the confines of the regulations. • High standard of information technology skills, experienced user of Microsoft Office (particularly Excel and Word). • Experience of using a Tendering Portal and Financial Management Systems. • Understanding the needs of the (internal) customer of the expertise and helping them to use the knowledge effectively. • Patience and understanding the frustrations of others in navigating the framework of procurement legislation. • Experience of monitoring the delivery of programmes of work including contractors and consultants and taking and identifying corrective action at an early stage. • Open, approachable, facilitative and persuasive. • Leads by example, inspires confidence and respect. 	
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Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. All of the criteria will be assessed via your application form; further methods will be used to support this in the interview stage.