

**Job Description**

**1.** **JOB DETAILS**

**Job Title:** Procurement Officer

**Location:** Scotland

**Team/Directorate:** Finance

**Responsible To:** Finance Manager

**Responsible For:**

# 2. JOB PURPOSE

To ensure that the Cairn Group has compliantly procured third party contracts with suppliers, delivering high quality services and value for money.

The Procurement Officer will run procurements for the Cairn Group, assist budget holders with managing their relationships with suppliers, assist them to monitor contractual performance and ensure that opportunities for continual improvement are explored and implemented.

The post-holder will work with departmental budget holders to develop their procurement requirements. The role will research viable routes to market, assist budget holders with pre-market engagement, draft tender documentation and take the lead on running procurement exercises.

The post-holder will ensure that appropriate contract documentation is included in procurement packs and will finalise contract documentation with winning bidders.

### 3. KEY RESULT AREAS/PRINCIPLE DUTIES AND RESPONSIBILITIES

* Engage with departmental budget holders to develop their annual procurement plans, advise on routes to market and assist with appropriate pre-market engagement.
* Prepare and keep updated (following engagement with budget holders) an annual procurement plan for the Cairn Group as a whole and report progress to the Director of Finance & People Services as required.
* Preparing tender documentation by liaising with budget holders, including recommending appropriate key performance indicators (KPIs) and management terms for inclusion.
* End to end running of procurement exercises, advising on and leading budget holders through the procedures and working with Solicitors where appropriate.
* Ensure that procurement management processes are developed and implemented to achieve efficiency and value.
* Advising on and assisting budget holders with managing supplier performance against contractual terms and KPIs. This may include helping them understand and oversee service level compliance, identifying and reporting upon areas of concern or for improvement and assisting with remedial action, liaising with Solicitors for contract law advice where necessary.
* Maintaining and monitoring the Cairn Group contracts register to ensure budget holders are aware of contractual periods.
* Ensure budget holders make timely decisions on required contract extensions or contract close-out. Where re-procurements or new service procurements are required, ensure they are planned in a timely fashion and transition periods factored in and monitored.
* Liaising with budget holders to check current status of contracts and informing the Finance Team when service variations require contract change or increased/decreased spend or when contracts are dormant or no longer needed.
* Support budget holders in their relationships with suppliers, including attending supplier meetings with them where necessary.
* Ensure supply chain risk is addressed when planning procurements and work with budget holders and Solicitors to help mitigate risk contractually and through supplier relationships.
* Identify opportunities for continual improvement in services and improving value for money through the procurement process.
* Identify procurement and contract management training needs while liaising with budget holders and other internal stakeholders. Work with the Director of Finance & People Services to assist with developing and delivering appropriate training.

**3.2 Key Performance Indicators**

|  |  |
| --- | --- |
| Operating Margin | Operating Margin (Social Housing Lettings) |
| EBITDA MRI % | Gearing % |
| Reinvestment % | Investment in Communities |
| Return on Capital Employed | Responsive Repairs to Planned Maintenance Ratio |
| Social Housing Cost per Unit | Management Cost per Unit |
| Maintenance Cost per Unit | Service Charge Cost per Unit |
| Overheads as a % of Total Expenditure | Interest Cover Covenant |

# 3.3 Key Contacts – Internal & External

# External Audit

* Internal Audit
* Budget holders
* Tenants
* Internal colleagues at all levels throughout the group

# 3.4 Health & Safety

* Ensure that Health and Safety guidelines and fire regulations are strictly adhered to
* Comply with safe working practices as defined by Cairn Housing Group
* Complete online training as and when required
* Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work
* Report any accidents, incidents or near misses as soon as reasonably practicable.

# 3.5 General

* Be aware of and adhere to Cairn Housing Group policies at all times
* Take part in progress/performance reviews throughout the year
* Cooperate with other Cairn Housing Group departments
* Attend training courses and complete online training modules as required to meet the requirements of the post
* Take responsibility for own personal development, seeking out opportunities to learn new skills
* Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role

**3.6 Other**

* Apply the Cairn Housing Group values and behaviours to every aspect of the role at all times
* Promote and maintain the brand standards of Cairn Housing Group

**Procurement Officer**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications and specific training | Educated to degree level, or equivalent, in a relevant discipline.  or  CIPS qualification (Level 5) or willingness to work towards  or  Experience in and knowledge of public sector procurement procedures. |  |
| Experience | 3-5 years’ experience of managing and engaging with senior stakeholders.  Experience of running public sector procurements, including below threshold procurements.  Experience of establishing and calling off framework agreements.  Experience of commercial negotiation at a senior level.  Experience of contracts management.  Experience within a Procurement/purchasing/supply chain environment. |  |
| Knowledge | Good working knowledge of IT applications, in particular Microsoft Office.  Comprehensive understanding of public procurement law and contracts. |  |
| Skills | Ability to assess, prioritise and organise workloads effectively, to work under pressure and meet deadlines.  Ability to challenge the views of stakeholders and manage expectations whilst maintaining appropriate relationships through strong interpersonal skills.  Strong analytical and numerical skills.  Ability to set and adopt given targets, monitor own performance against targets and apply continuous improvement practices.  To be able to work on own initiative and make decisions adhering to Regulations as well as being able to work as part of a team.    Strong conflict management skills.  Strong negotiation skills.  Excellent verbal and written skills.  Attention to detail. | Experience of the housing sector. |
| Personal attributes | A positive, problem solving attitude.  Able to accept responsibility and show initiative.  Confident and enthusiastic; flexible and adaptable.  Commitment to continuous personal development and a willingness to undertake training. |  |
| Additional requirements | May be required to visit other offices. |  |

**Job Description and Person Specification Agreement:**

**The above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.**

**Post Holders Signature: Date:**

**Managers Signature: Date:**