

Procurement Advisor

Job Description

Pod: Finance

Stem: Commercial

Reports to: Commercial Manager

Direct reports: N/A



Red Kite's Expectations

As a key member of the Commercial team, you will support the compliance and governance requirements Red Kite must meet when spending funds with third parties, in line with Red Kite's Governance Regulations. You will work visibly across the business, engaging with key stakeholders to understand and support their needs. You will also help improve the quality of data used for decision making and record keeping.

You will be the first point of contact for procurement enquiries, directing them as appropriate and creating SharePoint content to address frequently requested information. You will also conduct non-regulated procurement / tender activities and lead the Core Procurement Group – overseeing our tenant engagement responsibilities.

Key Responsibilities

- Ensure your knowledge of all relevant internal and external compliance areas is up to date. Join existing collaborative procurement groups to continually grow your expertise and build relationships.
- Develop and manage an improvement plan to facilitate the team in accessing and using required procurement and financial data sets. Create and manage up to date records of spend data required to submit all relevant PA23 Notices.
- Ensure our contract storage arrangements, both physical and electronic, are up to date – collaborating with the team administrator accordingly.
- Use our standard tender document templates when assisting with running below threshold tenders, and give appropriate guidance when stakeholders are running their own sourcing exercises, aligned with internal Governance Regulations.
- Ensure priority operational documents are continually up to date and communicate / share them with stakeholders when relevant (e.g. Contracts Register, Procurement Delivery Plan, Supplier Spend Report).
- Act as the primary point of contact for procurement enquiries, improving colleagues' access to information to reduce unnecessary contact. Proactively share key information and guidance, recommend appropriate process improvements, and work alongside the team administrator to ensure consistent corporate communications messaging.

Our Essentials

- Compliance & Legislation – the Procurement Act 2023 and our internal Governance Regulations must be complied with across Red Kite.
- Colleague engagement – contribute to our collaborative and inclusive working environment by sharing ideas to find good solutions.
- IT & Data – you will use SharePoint to store documents, and you will ensure key data is up to date and accurate.
- Tenant engagement – we pride ourselves on being a “tenant led” organisation and we need you to follow this ethos and ensure all customers are suitably engaged and their input received.
- Value for money – treat our money like it is your own when working on securing new contracts. Ensure robust contractor obligations are in place to make sure each contractor’s financial transactions are transparent.
- Continuous improvement – always look for how a process may be improved or automated and how it may improve data flow corporately even if it doesn’t benefit the Commercial team directly.
- Commercial effectiveness – every contractual relationship needs an effective supporting contract with clear terms and supporting KPIs that help drive value and performance.
- Reporting – ensure the flow of information is consistent from the Procurement Delivery Plan, the Contract Register, the Supplier Spend Report and the hard copy contract files we keep and our stakeholders are given.
- Transparency – we want contractors to see how robust our tender packs are and that we are a customer of choice. Ensure all documentation represents how transparent we are within our evaluation and decision making prior to contract award.

Added extras

- Be Inquisitive and tenacious – ensure the correct solution by asking questions and following every thread.
- Seek a high bar for quality – approach every project with the highest expectation of quality outputs but not at the expense of progress.
- Have a “Team first” approach – supporting the priorities of the team may mean you get involved in work you are not responsible for.

Qualifications, Skills & Experience

- Proven, recent experience in a similar role within a regulated environment.
- Excellent collaboration skills working with a wide variety of internal and external stakeholders.
- High level of attention to detail is required for this role due to the compliance nature of the outputs.

- Very good use of presentation styles within reports and spreadsheets. Ability to draft Executive level papers with minimal need for oversight.
- Has achieved CIPS Level 2 or can evidence similar supplier sourcing / tending experience.

General Responsibilities

This section outlines the broader responsibilities an organisational expectation what apply to all Red Kite employees, in addition to the role-specific requirements of the post.

- Tenant Focus** - Deliver a responsive, respectful and inclusive service to Tenants, placing their needs at the centre of decision-making and always ensuring a positive Tenant experience.
- Compliance and Regulatory Standards** - Ensure all activities comply with relevant legislation, regulatory standards (including the Regulator of Social Housing), and internal policies, maintaining the highest standards of governance and accountability.
- Safeguarding** - Promote and safeguard the welfare of Tenants and staff, recognising and appropriately responding to safeguarding concerns in line with Red Kite policies and statutory requirements.
- Health and Safety** - Take reasonable care for the health and safety of yourself and others, ensuring compliance with health and safety legislation, policies, and procedures at all times.
- Equity, Diversity and Inclusion (EDI)** - Actively support equity, diversity and inclusion, treating all individuals with dignity and respect, and contributing to an inclusive environment for employees and Tenants.
- Values and Behaviours** - Demonstrate and promote organisational values and expected behaviours, contributing to a positive, collaborative and high-performing culture.
- Data Protection and Confidentiality** - Handle all information in accordance with GDPR and data protection requirements, maintaining confidentiality and ensuring data integrity.
- Financial and Resource Responsibility** - Use organisational resources responsibly and, where applicable, operate within delegated financial limits to deliver value for money.
- Flexibility Clause** - Undertake any other duties commensurate with the role, as reasonably required, to support the effective delivery of services.
- Hybrid Working** - Work flexibly in line with organisational arrangements, balancing business needs with effective collaboration and service delivery.
- Commitment to Professional Development** - Maintain and develop professional knowledge and skills, participating in training and development opportunities as required.

This job description is subject to regular review and appropriate modification.