

Procurement and Contract Administrator

Reports to: Commercial Manager

Responsible for: No Direct Reports

Reviewed: April 2025

Red Kite's Procurement and Contract Management team undertake the procuring of goods, works and services for Red Kite, working to an aggressive procurement pipeline. In addition, the team manage a number of contracts for communal services, such as cleaning, grounds maintenance and bulk waste. The team focus is ensuring that we are compliant with the 2023 Procurement Act, maximising savings and supporting value for money, and most importantly, ensuring our tenants receive high quality services at all times. This role will support both areas of the team, effectively acting as a 'pendulum' to provide additional resource as required, whilst still having ownership and responsibility for their own duties.

What we need you to do:

Procurement:

- Work with team colleagues and internal customers to support the procurement of new contracts in a timely manner, all in accordance with the 2023 Procurement Act and Red Kite's internal Governance Procedures.
- Support the Commercial Manager by:
 - regularly reviewing and maintaining Red Kite's Procurement Pipeline, liaising with all key internal stakeholders as required;
 - maintaining an up-to-date summary of all current Red Kite procurement activities (from commencement through to contract signing) across all service areas;
 - ensuring that all notices as required by the 2023 Procurement Act (UK2 – UK17) are published in full to accord with Red Kite's compliance and transparency obligations.
- Manage the dispatch and return of tender documentation and co-ordinate responses to tender enquiries and queries.
- Support the Procurement email inbox, ensuring that items are addressed in a timely manner and filed as necessary. You will take ownership of the inbox when required, to cover holidays, sickness, meetings etc.
- Working with the business and the Core Procurement Group, support the negotiation of contraction extensions and variations to contracts.
- Ensure we build effective relationships which reflect our values of partnership, respect, and pride.
- Be flexible and respond to the changing demands of our customers and the business which may include attending evening or weekend meetings as and when required.
- Act as the team Social Value champion, ensuring that tender bid commitments are shared with our Tenant Engagement Team and opportunities are monitored and measured.

- Updating of the relevant team trackers and the central contacts database / library to ensure that progress and risk is recorded accurately.

Contract Management

- Work with team colleagues and internal customers to maintain a central oversight of all existing contracts, all in accordance with the 2023 Procurement Act and Red Kite's internal Governance Procedures.
- Support the Contract Officer by:
 - securing the prompt signing of all new contracts in a timely manner and in advance of formal start dates;
 - maintaining the central Contract Register to record all Red Kite contracts across all service areas;
 - ensuring that all suppliers are, and remain, compliant with all relevant regulatory, legislative and contractual requirements;
 - monitoring contract owners and ensuring that they are holding regular contract review meetings and that performance monitoring is taking place as necessary;
 - ensuring spend remains compliant and in accordance with Red Kite's Financial Regulations;
 - ensuring contract owners are maintaining an Action Log that demonstrates that all issues are being effectively addressed.
- Support the Contract Management email inbox, ensuring that items are addressed in a timely manner and filed as necessary. You will take ownership of the inbox when required, to cover holidays, sickness, meetings etc.
- Support the Contract Management Officer with responding to complaints and associated queries in line with Red Kites' internal response times.
- Scheduling of Contract / Performance Reviews by other teams, ensuring that comprehensive reports are drafted in a timely manner and received back by the team in order to meet contract deadlines.
- Monitoring of supplier documents such as insurances and professional memberships / accreditations to ensure that up to date copies are obtained and recorded.
- Supporting the Contract Management Officer and Procurement Officer with welfare calls to members of our Core Procurement Group, arranging and attending various Core Procurement Group and Champion activities and actioning any feedback as necessary.

What you are responsible for:

- You will be responsible for the drafting of all formal notices (UK2 – UK17) as necessary (to ensure that Red Kite complies with its legal obligations under the 2023 Procurement Act) via the My Tenders e-sourcing platform, including any tender correspondence from bidders.
- With your attention to detail, you will be responsible for supporting the document review process, for tender documents and price matrices.
- Being the team Social Value liaison with other colleagues, attending tenant events as necessary and embedding a positive Social Value culture within the business.
- The scanning and uploading of contract documents and contract meeting minutes and reports.
- The reviewing and updating of utility meters and billing for communal sites.

Where you have come from:

- A business or organisation where you have had exposure to and/or supported the procurement of procured contracts, goods and services.
- A business or organisation where you have gained experience of contract management, ideally in the social housing, construction, or public sector.
- Ideally a place where you worked closely with tenants and leaseholders.
- Ideally a role where you have had experience and knowledge of different forms of contracts e.g. JCT, NEC, PPC.
- A role where you have demonstrated a strong attention to detail and have excellent IT skills, particularly MS Word and Excel.

What our teams will see in you:

- A person with excellent team skills which contribute to the team achieving its goals.
- A strong communicator with good negotiating and dispute resolution skills.
- Someone with the confidence to challenge our suppliers to ensure that all communal services are delivered in a timely manner to the standards expected by Red Kite's contracts.
- A person who is approachable and able to advise, update or keep informed, as necessary with regards to upcoming procurements and contract management issues / resolutions.

As a person, you will have:

- Ideally a recognised CIPS qualification (level 3 or above) or a desire to work towards CIPS membership in the future, or a number of years experience working within a Procurement and Contract Management environment.
- Ideally knowledge of public sector tendering procedures and processes.
- Ideally knowledge of contract law
- Good analytical and numerical skills.
- Excellent IT skills particularly in the use of MS Word, MS Excel, MS PowerPoint.
- Access to a car with a valid driving licence.