

# Procurement Lead

## 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 play a vital role in the procurement of Red Kite's key contracts with the focus on delivering value for money and complying with all relevant internal and external regulations. You will collaborate across the business developing strong relationships with key stakeholders using your skills to identify robust commercial direction for all sourcing projects.

You will act as a conduit between the business and the Commercial team, by ensuring the timely delivery of key activity, and supporting teams by quality reviewing their specification documents. You will also ensure tenants and leaseholders are at the centre of all delivery decisions and that they are engaged and involved where appropriate.

## Key Responsibilities

- Develop and nurture key stakeholder relationships to ensure all commercial decisions are made in line with our Governance Regulations and all relevant best practice.
- Lead procurement projects in accordance with our Procurement Strategy and Corporate Procedures.
- Use standard tender document templates when creating tender packs and follow all relevant system reporting methods.
- Manage the end-to-end tendering process via our eTendering system, including dispatch, receipt and evaluation of bids using both financial and qualitative criteria.
- Support the improvement of data collection / analysis to provide corporate spend insight.
- Provide guidance and advice to anyone requesting assistance and actively work towards being fully conversant with the Governance Regulations relating to tendering and contracts.

## Our essentials

- Compliance & Legislation – the Procurement Act 2023 and our internal Governance Regulations must be complied with when managing procurement projects.
- 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 project data up to date and accurate as it will be used to update our Executive Team, Committees, and Board on compliance aspects.
- Tenant engagement – we pride ourselves on being a “tenant led” organisation and we need you to follow this ethos and ensure 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.

- Social value – ensure each project has a suitable focus on how we can use the value of each contract to support an aspect of our communities.
- 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 to the Contract Register to the hard copy contract file.
- 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 is sourced 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 public sector organisation.
- 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.
- High level knowledge / understanding of drafting and editing contracts terms.
- Proficient in the application of financial evaluation models.
- Familiar with the principles of risk management.
- 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 5 or can evidence similar experience.