

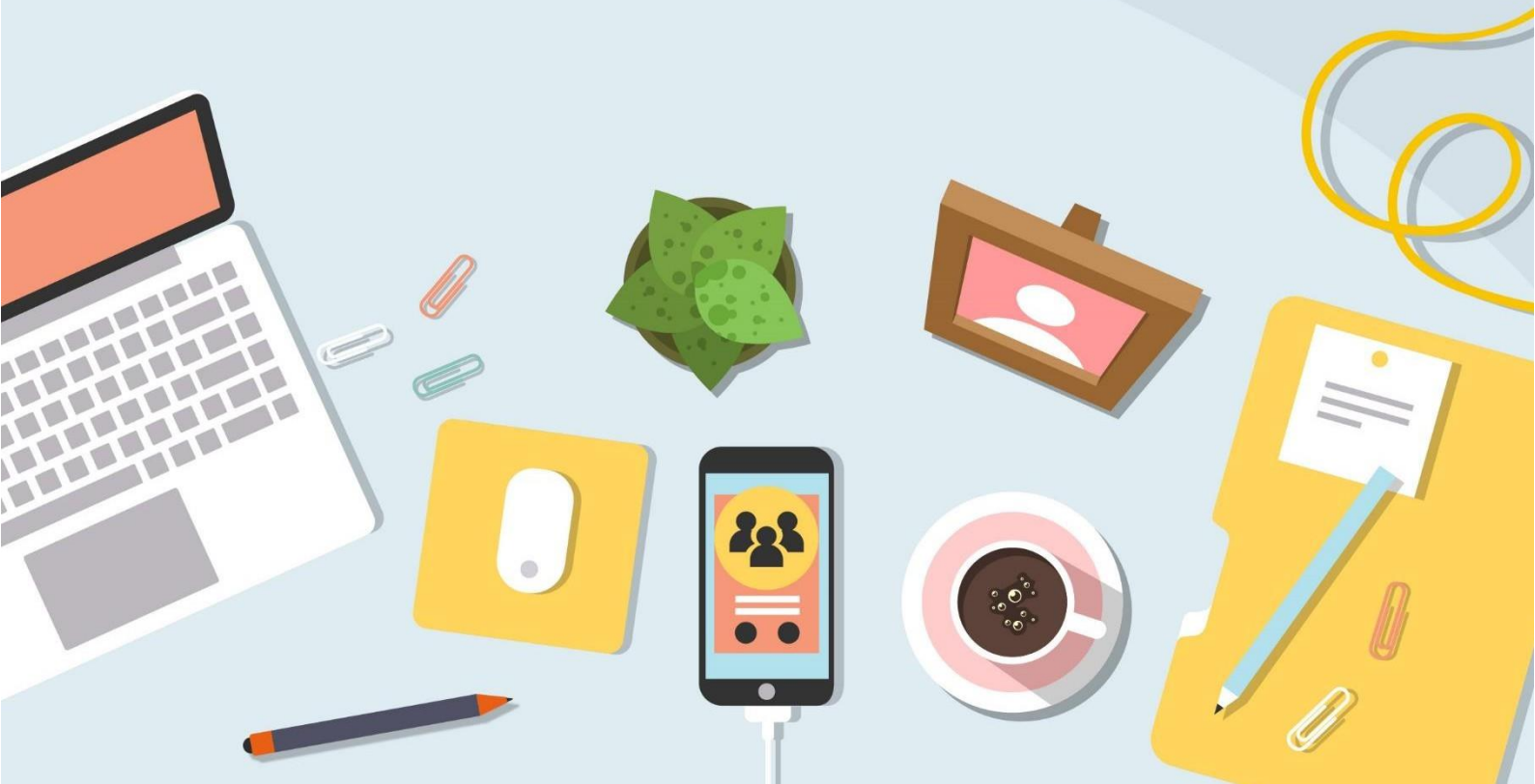
Commercial Manager

Job Description

Pod: Finance

Reports to: Assistant Director Finance

Direct reports: Procurement Officer, Contracts Officer, and Procurement & Contract Administrator



Red Kite's Expectations

As a key member of the Finance Pod management team, you will deliver value for money services to both existing and future customers. You will collaborate with Heads of Service to identify procurement needs and lead initiatives that maximise savings and service efficiency. You'll guide your team in administering a wide range of contracts and ensure our procurement activities keep tenants and leaseholders at the centre of service delivery, delivering high levels of customer satisfaction.

Key Responsibilities

- Define and embed a strategic approach to procurement across the Group.
- Lead procurement projects in line with our tenant-led organisation values.
- Oversee the management of communal and corporate contracts.
- Ensure value for money and continuous improvement through procurement activities.
- Manage the tendering process, including dispatch, receipt, and evaluation of bids using both financial and qualitative criteria.
- Negotiate contract extensions and variations, supported by technical colleagues where needed. Maintain clear, auditable procurement records and decision logs.
- Design and implement corporate training on procurement and compliance.

Our non-negotiables

- Strong leadership and people management skills to inspire, motivate, and develop a team.
- Full compliance with all relevant procurement legislation, financial regulations, and internal procedures.
- Development and delivery of an effective procurement and contract management framework. Proactive risk management throughout procurement processes.
- Clear, objective tender evaluation models ensuring the Most Economically Advantageous Tender (MEAT).
- Development of robust contract documentation in partnership with service leads and technical teams.
- Regular reporting on performance against KPIs and financial targets to show ongoing savings and improvements.

Added extras.

- Experience in leading digital transformation initiatives in the housing or customer service sectors.
- Experience working closely with tenants and leaseholders to align procurement with service expectations.
- Commercial awareness and financial insight to support sound decision-making.
- Strong communication, negotiation, and dispute resolution skills.
- Project management capability, particularly in delivering services in live environments.
- A proactive, can-do attitude with a willingness to challenge the norm and drive positive change. A commitment to coaching and developing your team.

Qualifications, Skills & Experience

- Degree in Housing Management, Business Administration, or a related field (or equivalent experience).
- Membership of the Chartered Institute of Purchasing and Supply (CIPS) or substantial equivalent experience, with a willingness to achieve full membership.
- Proven experience in procurement and contract management, preferably in social housing, construction, or the public sector.
- Demonstrated success in implementing procurement frameworks and achieving value-for-money outcomes.
- Understanding of procurement's strategic value in regulated or publicly funded environments. Knowledge of standard forms of building contracts and experience delivering works to occupied/domestic properties.
- Strong IT skills, including MS Project, Word, Excel, PowerPoint, Outlook, and e-tendering systems.
- Ability to role model organisational values and work collaboratively within a high-performing team.