



Procurement and Contracts Specialist

Reports to: Commercial Manager

You will be a key member of the commercial stem delivering excellent value for money services to our existing and future customers. Your astute procurement and contract management skills will be key to ensuring that we select the best partners to deliver services in line with their contractual commitments and our expectations. Our procurement requirements are expanding as we implement our new corporate structure alongside selecting suppliers for existing services. You'll be working closely with our tenants and leaseholders putting them at the heart of everything you do with the aim of achieving excellent customer satisfaction.

What we need you to do:

- Work with colleagues to procure new contracts at the appropriate time and deliver a seamless service to customers
- Develop quotation and tender documentation in conjunction with the Commercial Manager, operational managers and technical staff advising on contract terms to be included
- Project manage each procurement project to conclusion and ensure that a contract is signed with the supplier, either on Red Kite's standard terms or on terms satisfactory to Red Kite.
- Manage the dispatch and return of tender documentation and co-ordinate responses to tender enquiries
- Lead on the appraisal and evaluation of bids through the Procurement Group ensuring financial and qualitative measures are considered
- Participate as required in procurement consortia
- Perform the role of the Contract Administrator for a range of estate services contracts, ensuring that our contractors deliver services in line with contractual obligations
- Comply with financial standing orders and manage contractual spend so that costs can be identified easily and recovered through service charges
- Manage contract management processes to minimize exposure to risk
- Work with colleagues across the commercial stem to ensure that contract variations are managed in a way that ensures compliance with leasehold consultation requirements under the Landlord and Tenant Act 1985
- Develop tenant led internal control and audit systems in order to monitor contractor performance taking action where necessary
- Develop and implement contract management policy and procedures
- Research and implement best practice contract management processes
- Work with the Commercial Manager to harmonise contractual terms across the business



- In conjunction with relevant technical staff and the Procurement Group, participate in the negotiation of contract extension and variations to contracts
- Ensure we are at the forefront of good practice in the sector by promoting best practice to colleagues, partners, tenants and leaseholders
- Maintain a knowledge of the markets which you are working in, specifically identifying any opportunities or threats approaching in advance.
- Act as the contract management champion for the organisation
- 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
- From time to time carry out spot checks and attend estate inspections as appropriate to establish compliance with the terms of estate services contracts
- Embrace opportunities that arise within a growing area of the business

What you are responsible for:

- Procuring suppliers for the Red Kite Group and its subsidiaries
- Taking action where a breach of contract has occurred
- Successfully mobilising new contracts and demobilising contracts coming to an end
- Ensuring the contractors adopt safe working practices and hold the appropriate accreditation for the services they are delivering
- Maintaining a central contacts database and library
- Ensuring that detailed records of expenditure are maintained for audit, quality, price control and benchmarking purposes
- Reporting on progress against KPIs and agreed targets to demonstrate continuous improvement

Where you have come from:

- A business or organisation where you have procured contracts and suppliers
- A business or organisation where you have gained experience of contract management in the social housing, construction or public sector
- A role where you successfully ensured the delivery of excellent value for money customer focused services by contractors.
- Ideally a place where you worked closely with tenants and leaseholders.
- A role where you have had experience and knowledge of different forms of contracts e.g. JCT, NEC, PPC, MTC.
- A role where you have developed and implemented your organisation's contract management processes
- A service delivery environment where you have been committed to promoting equality and diversity.

Partnership • Respect • Pride
Excellent services for you and your community



What our teams will see in you:

- A person with a thorough understanding of current procurement and contract management practice and a good understanding of the property management sector
- Someone who is confident challenging decisions for example where there may be areas of potential waste
- Someone who understands the value of contract management particularly in a regulated or publically funded environment
- 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 boundless enthusiasm and a 'can do' attitude who is excited about taking the initiative

As a person, you will have:

- Membership of the Chartered Institute of Purchasing and Supply or substantial experience in similar procurement roles and willing to work towards
- Knowledge of public sector tendering procedures and processes
- Knowledge of contract law
- Knowledge of health and safety regulations
- Experience of policy and procedure development and implementation
- Education to degree level or equivalent experience
- Strong project management skills
- Analytical and numerical skills
- An ability to think creatively and develop innovative solutions
- Good IT skills particularly in the use of MS Project, MS Word, MS Excel, MS PowerPoint, MS Outlook,
- Ability to lead by example and personally demonstrate organisational values and expected behaviours
- The ability to work on your own when needed
- Committed to developing your own learning
- A desire and willingness to look at doing things differently so that our tenants and leaseholders receive world leading services
- Access to a car, a valid driving licence and appropriate insurance