

Rykneld Homes Ltd.

Job Description

Division: Financial Services **Service:** Finance & Procurement
Post: Procurement & Supply Chain Manager
Post Number: RH311
Responsible To: Finance & Procurement Manager
Subordinates: None

Key Accountabilities

- To manage the procurement of all goods, works and services to Rykneld Homes Ltd to ensure that all expenditure is compliant with procurement legislation and delivers value for money
 - To represent Rykneld Homes Ltd interests in all shared procurement projects with external partners including NEDDC and seek innovative solutions for the delivery of works, goods and services which may include working with local and regional organisations.
 - To work with Finance & Procurement Manager to ensure procurement and supplier management is at the core of all service development and supports the strategic objectives of the organisation.
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Main Duties and Responsibilities

- To manage the procurement of works, goods and services in compliance with all relevant procurement regulations
- To ensure that suppliers and partners comply with the policies of Rykneld Homes in particular relating to Equalities, Health and Safety and Environment.
- To ensure the procurement of goods is undertaken using systems and procedures which enable a range of suppliers including the third (Voluntary) sector and Black and Minority Enterprises (BME) can access tender opportunities. Where the requirement for goods and services allow ensure small and medium sized enterprises can actively tender for contracts to supply Rykneld Homes Ltd.
- To use modern and innovative systems and process for the procurement of supplies and services. To research regional and collaborative systems of procurement within the public sector to deliver savings from aggregating demand with other bodies and /or joining procurement groups and consortia.

- To work with NEDDC to improve and enhance contracts and service level agreements that Rykneld Homes use that have been procured and managed by NEDDC.
- To undertake regular reviews of established supply contracts to ensure that the contract conditions are being met. To ensure that the performance of the supplier is meeting the tender requirements and to review both cost and performance to seek improvement in both areas over the lifetime of the contract.
- To provide monthly reports to Finance & Procurement Manager on the status of procurement projects and established contracts to ensure that audit and scrutiny of supply contracts is undertaken.
- To engage Rykneld Homes tenants in procurement and supply chain reviews where appropriate to ensure that the views of tenants are used when making contract proposals.
- To work with directors and staff in all divisions of Rykneld Homes to assist in the management and challenge of suppliers where they are failing to delivery the requirements of the supply contract.
- To work with all divisions of Rykneld Homes to develop and maintain an understanding of how to manage suppliers and obtain value for money for the organisation.
- Such other duties commensurate with the grading of the post as may be from time to time determined.

Key Contacts

- Rykneld Homes Senior Management Team
- Rykneld Homes managers and staff
- NEDDC Procurement team
- External Tenderers and Suppliers
- Tenants and Service Users
- Service user Groups – TARGs, Community Partnerships
- Councillors and Board Members

Person Specification

Personal Skills/ Characteristics	Essential	Desirable
<u>Experience</u>		
<ul style="list-style-type: none"> • At least 3 years experience of managing procurement in a construction, housing or public sector organisation • Staff supervision, workload management and budgetary control. • Experience of developing and implementing procurement strategies and policies. 	<p>✓</p> <p>✓</p> <p>✓</p>	
<u>Qualifications and Training</u>		
<ul style="list-style-type: none"> • CIPS qualified • Evidence of commitment to continuous Professional Development and membership to CIPS • Degree or equivalent in a related subject 	<p>✓</p> <p>✓</p>	<p>✓</p>
<u>Specialist Skills and Knowledge</u>		
<ul style="list-style-type: none"> • Excellent communication skills including written, verbal and presentational. • Excellent analytical and problem solving skills • Knowledge of current Local Government democratic processes and understanding of the political context. • Knowledge of service groups and how to involve and engage these groups in procurement process • Demonstrable understanding of customer issues and concerns. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<u>Personal Qualities</u>		
<ul style="list-style-type: none"> • Commitment to equalities legislation and a good understanding of its relevance to this post. • Commitment to customer care and an understanding of its relevance to this post. 	<p>✓</p> <p>✓</p>	
<u>Personal Circumstances</u>		
<ul style="list-style-type: none"> • Ability to work flexibly, to work out of hours as and 	<p>✓</p>	

Personal Skills/ Characteristics	Essential	Desirable
when necessary		

Equalities Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be taken into account by the shortlisting manager.