



Job Description

JOB TITLE:	Procurement Officer
LOCATION:	Newlon House, 4 Daneland Walk, Hale Village, N17 9FE
SALARY:	£44,470 plus opportunity to earn up to 5% performance related bonus
REPORTING TO:	Procurement Manager

A MAIN OBJECTIVES

To work with the Procurement Manager in implementing Newlon's procurement strategy and plans, ensuring an effective fit with the company objectives and compliance with all relevant legislation. The role holder will deputise for the Procurement Manager on all procurement matters in his/her absence and will lead on operational procurement activity, supporting stakeholders across the organisation involved in tended and contract processes.

B SPECIFIC TASKS AND RESPONSIBILITIES

Key Tasks and Responsibilities		Performance Standards and Outcomes
1.	Competitive Tendering	• Determine/help determine best procurement route for a given requirement, considering options such as tendering, direct negotiation, frameworks, etc. • Project manage/assist in managing the end to end procurement of multiple categories against an agreed procurement pipeline (PCR 2015 thresholds apply) • Manage the procurement process using the Delta e-Sourcing portal • Ensure all the relevant procurement notices (FTS, Contracts Finder etc) are completed accordingly • Prepare/help prepare/review tender documents for various competitive processes, framework, below and above current UK thresholds • Utilise best practice procurement approaches and tools, depending on the type or service, value and business needs • Advise on most appropriate evaluation criteria for various competitive processes • Conduct commercial evaluation and chair moderation sessions. Evaluation to include quantitative benchmarking using Microsoft Excel. • Highlight commercially unviable bids for the Procurement Manager to assess. • Provide guidance to stakeholders on analysing tender responses • Conduct financial and regulatory analysis of tender responses and support the analysis of other aspects of tender responses • Prepare tender outcome letters for successful and unsuccessful tenderers • Help prepare contractual documents for formal execution of contracts • Support the business in planning and mobilising new contracts • Support the business in contract monitoring and performance management • Identify and agree with stakeholders the scope of any savings and ensure these are recorded on the savings register • Identify generic and bespoke KPIs on a tender by tender basis

Key Tasks and Responsibilities		Performance Standards and Outcomes
2.	Compliance	• Monitor procurement compliance of the organisation by conducting an audit of procurement activity and checking this against the relevant policies and procedures • Monitor procurement compliance of the organisation by spend analysis • Record procurement compliance in the agreed format of compliance reports • Be a champion of procurement compliance in the organisation, helping stakeholders deliver their requirements compliantly, including challenging their preferred procurement approach where relevant • Administer the process of new suppliers being set up on Newlon's financial system. Assist in providing information to internal and external auditors • Maintain and update the contract database and ensure copies of all signed contracts are recorded
3.	Stakeholder Management	• Support the business in putting together tender documents and specifications • Build appropriate relationships with Newlon suppliers to maximise the benefits for Newlon • Where relevant, involve Newlon customers/residents in procurement processes as agreed for each individual project, build and maintain positive relationships with residents • Incorporating Newlon social values in tenders so that suppliers and internal contract managers align with our values
4.	Analysis and Reporting	• Regularly conduct third party spend analysis to establish how money is being spent in the organisation • Report on third party spend using agreed report formats • Monitor procurement activity against the agreed procurement pipeline and report on progress • Help analyse supply market trends to determine best course of action for Newlon • Help stakeholder identify key cost drivers for their requirements and help them develop most appropriate models to access the supply markets • By analysing spend, activity, markets and other relevant information, help identify saving opportunities and help realise them

Key Tasks and Responsibilities		Performance Standards and Outcomes
5.	Processes and Procedures	• Ensure compliance with all relevant internal and external policies and procedures • Ensure all procurement templates are up to date and in line with relevant UK procurement legislation including the Procurement Act 2023 • Help re-design and simplify the existing Newlon procurement procedures, together with the corresponding forms • Help re-design Newlon's New Supplier set-up process, together with the corresponding forms, to ensure greater compliance and minimise business risk • Raise any non-compliance issues related to processes and procedures with the relevant stakeholders and/or your line manager • Research framework agreements and Dynamic Purchasing Systems to monitor extensions, launches and new categories
6.	Communications	• Ensure Newlon intranet section on procurement is kept up to date by updating content as necessary • Ensure Newlon external website relating to procurement is up to date, providing clear information to suppliers as to how they can do business with Newlon • Ensure internal and external stakeholder queries are responded to in a timely and professional manner • Encourage stakeholders to provide feedback on procurement with the view to ensure the function supports the business in the right way • Support the delivery of internal training on procurement by preparing presentation slides and other materials required as well as delivering parts of training or bespoke training to individuals • Set up virtual meetings

Key Tasks and Responsibilities		Performance Standards and Outcomes
7.	Contract Management	• Support the Procurement Manager in devising and implementing a new Contract Management approach • Support supplier relationship management with key suppliers to manage risks and identify opportunities for further improvements and value for money • Facilitate the process of formalising existing contractual relationships and any relevant contract extensions, variations, etc. • Assist the Procurement Manager in agreeing and implementing suitable model forms of contracts and other standard contract terms to be used by the business • Update contracts register and monitor for extension, renewal and expiry dates • Draft summary report for each and every tender • Following tender process, complete the Newlon procurement checklist before awarding contract.
8.	To participate in the Finance team activities	• Participate in active manner and constructive manner in team meetings and other events. • Ensure own behaviour reflects Newlon's brand and approach to diversity and equal opportunities.
9.	To contribute to maintaining an effective work-place	• All aspects of corporate policies, such as Health and Safety, Diversity, Sustainability and Data Protection adhered to • Objectives of reliability, consistency, speed and awareness built into all activities • Well organised, methodical approach to work with an ability to prioritise and multi-task • Quick learner and exercise initiative and seek ways to improve service delivery • Newlon Way behaviours and service standards are built into all activities. • Collaboration across teams actively promoted at all times • Ensuring mandatory and annual training is undertaken. • Keeping up-to-date with any public sector procurement transformation • Attending procurement, supplier and sector conferences and exhibitions
No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.		