

Job Description

Job Title :	Procurement Officer
Responsible to :	Senior Procurement Officer
Job Purpose :	To undertake procurement exercises for goods, works and services on behalf of the organisation across a range of technical and corporate functions as well as administering over policy development.

Principal Duties & Responsibilities

The post holder will support the tendering, evaluation, contractor negotiations and award process ensuring compliance with all relevant regulations and implementation of best practice.

1.0 Best Practice

- 1.1 Operate and maintain procurement procedures and systems.
- 1.2 Undertake research and implement continuous improvement and best practice.
- 1.3 Audit records and processes to ensure compliance with relevant quality and regulatory standards and legal requirements.
- 1.4 Support company wide activities including health & safety, quality and sustainability.
- 1.5 Undertake other duties which are consistent with the responsibility of the post.
- 1.6 Undertake and maintain Continuous Professional Development to ensure a best practice, compliant and proactive approach.

2.0 Procurement

- 2.1 Procure in accordance with the Radius Procurement Policy & procedures.
- 2.2 To review procurement policies and procedures in line with best practice, relevance to the business and compliance with Public Contract Regulations 2015 (PCR's), NI Public Procurement Policy (NIPPP) and the DfC Procurement Guide.
- 2.3 Maintain accurate procurement files in line with PCR's and NIPPP and corporate policies and procedures.
- 2.4 Regularly review and update procurement registers including direct award contract register, procurement plan register, contract register to provide relevant information for Board.
- 2.5 Liaise with the NIHE CoPE/CPD or other specialist procurement/legal advisers as and when required to do so.
- 2.6 Assist in the development of procurement procedures and the provision of training.
- 2.7 Assist in the selection/evaluation of suppliers, consultants and contractors.
- 2.8 Compliance check pre-qualification and tender reports and feedback letters.
- 2.9 Undertake prequalification, tendering, contract award and monitoring of a wide range of contracts.
- 2.10 Review and draft procurement documentation as required.
- 2.11 Contribute to the procurement advice and support to staff across the business.

- 2.12 Provide support and information to challenge and influence procurement practices to ensure value for money.
- 2.13 Ensure contracts are drafted in line with the appropriate standard form such as the NEC3 or NEC4 suite of contracts or any other contract utilized by the organisation.
- 2.14 Ensure Social Clauses are incorporated in all appropriate contracts.
- 2.15 Champion sustainability and social value in Radius procurement exercises.
- 2.16 Assist with induction and training of staff who are involved in procurement activity across the company.
- 2.17 Implement e-procurement to comply with the PCR's.
- 2.18 Ensure that contracts are awarded in a legally compliant manner.
- 2.19 Determine contract requirements and establish specifications in collaboration with end users.
- 2.20 Assist in the notification of outcome of tenders promptly and, within the bounds of commercial confidentiality, to support the Manager in debriefing successful and unsuccessful parties on the outcome of the tender process to facilitate better performance on future occasions.
- 2.21 To assign spends to the relevant departments, check that contracts have been procured, identify spends/weaknesses in the procurement audit trail and report on contract expenditure against procured contract values.

3.0 General

- 3.1 Ensure up to date knowledge of Radius's GDBR, Anti-bribery and Fraud Policies.
- 3.2 Immediately declare any conflict of interests/perceived conflict of interests to their line manager associated with a potential/existing supplier or business arrangement.
- 3.3 Demonstrate confidentiality and discretion in the management of information, pricing, procurement outcomes and negotiations at all times.
- 3.2 Positively and respectfully represent Radius to partners and external groups.
- 3.3 Conduct all activities in accordance with Radius's Health and Safety Policy.
- 3.4 Attend work in a neat, tidy and clean in appearance including their work area/clear desk in line with Radius's Code of Conduct.
- 3.6 Promote and ensure compliance with the Association's statutory Equality Duties.
- 3.7 Any other duties requested by your line manager.

**Radius operates a 'No Smoking' policy
which includes the use of devices such as e-cigarettes.**

Procurement Officer - Person Specification







ESSENTIAL CRITERIA (demonstrate on application form)	
1	<p>Level six qualification (e.g. bachelor's degree, graduate diploma) or above in a related discipline such as quantity surveying, construction, procurement etc. with 1 years' relevant work experience.</p> <p style="text-align: center;"><u>OR</u></p> <p>A minimum of 5 GCSE or equivalent to include English and Maths grade C or above with 3 years role related practical experience (in the last 5 years) of procuring works and services in a housing environment.</p>
2	A minimum of 1 years' experience of contract management and the use of works and services contracts e.g. NEC3, JCT etc.
3	A minimum of 1 years' technical experience to include the preparation of procurement tendering packs.
4	Knowledge and understanding of NI & EU public procurement legislation and the practical application of these legislative requirements.
DESIRABLE CRITERIA (demonstrate on application form)	
1	Membership of a professional body e.g. CIOB, RICS, CIPS etc.
2	Experience of electronic tendering systems.
3	Experience of working in a construction/building/social housing environment
4	Experience of evaluating tender returns.
SPECIALIST KNOWLEDGE (tested at interview)	
	<ul style="list-style-type: none"> • IT literate with demonstrable experience of Microsoft Office • Effective analytical and problem solving skills • Negotiating skills • Good organizational; multi- tasking and time management skills • Ability to work on own initiative or as part of a team • Flexibility regarding working hours

Please note:

- Applicants will be required to provide confirmation of relevant qualifications / memberships at interview.
- Successful applicants may be required to complete a Basic Disclosure Check. Having a criminal conviction will not necessarily debar an applicant from working with the Association. Disclosure information will be handled in line with the Access NI Code of Practice and the Rehabilitation of Offenders (NI) Order 1978.
Radius Housing reserves the right to shortlist on the desirable criteria if necessary

CORE COMPETENCIES

At Radius, we put our customers at the centre of all we do. The overall purpose of the Association is to make a positive difference by providing homes, support and care for people, building neighbourhoods and empowering communities. Our values are aligned to this and focus us on what we are about. The behaviours we want our employees to have are outlined below and will help us deliver a quality service to our customers.

Competency	Definition
 Setting Direction Change and Continuous Improvement	<p>Radius employees will have initiative, be innovative and seek out opportunities to create effective change. They will learn from what has worked as well as what has not, being open to change and improvement and working in 'smarter' more focused ways.</p> <p>For leaders, it is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions.</p>
 Setting Direction Leading and communicating	<p>Radius employees will have pride and show enthusiasm for the services they provide, communicating purpose and direction with clarity and openness. They will support the principles of fairness of opportunity for all.</p> <p>For leaders, it is about being visible, establishing a strong direction and future vision; managing and engaging with people in a straightforward, truthful, and open way.</p>
 Delivering Results Managing Performance	<p>Radius employees will have a focus on delivering timely performance, taking responsibility and accountability for quality outcomes. They will work to agreed goals and activities, and deal with challenges in a responsive and constructive way.</p> <p>For leaders, it is about setting clear, aligned performance goals and objectives for self, others and the organisation.</p>
 Delivering Results Customer Focus	<p>Radius employees will establish the needs of customers and strive to ensure that these are met. They will understand the needs and expectations of customers to enable the effective delivery and development of an appropriate quality service which exceeds customer expectations.</p> <p>For leaders it is about seeking feedback, involving customers and consulting broadly on customer needs</p>
 Engaging People Working with Others	<p>Radius employees will work collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues.</p> <p>For leaders it is about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.</p>
 Engaging People Valuing Equality and Diversity	<p>Radius employees will treat everyone with professional and personal respect, behaving ethically and with integrity and promoting fairness and recognising the value of diversity.</p> <p>For leaders it is about creating a work culture and practices that recognise, respect, and value diversity for the benefit of the association.</p>