

Role Profile

Role Title:	CHIC Head of Procurement		
Reports To:	CHIC Chief Operating Officer (COO)	Location:	Birmingham
Responsible For:	CHIC Procurement Manager	Salary:	£50k - £55k, negotiable

BACKGROUND

ARK Consultancy Limited (ARK) acts as Agent for the Central Housing Investment Consortium Limited (CHIC), a consortium of social landlords focussing on collaborative asset management solutions. CHIC's governance is provided by a Board comprising mainly of representative member directors, with an independent Chair.

CHIC procures and manages a range of PCR 2015 compliant frameworks, long term contracts and a Dynamic Purchasing System (DPS). These are accessible by all of our members, prospective members and members of other consortia and cover works and services across our full product range including builders merchant services, compliance/building safety and repairs, planned maintenance materials and labour, major works, newbuild, consultancy and legal services. Member contracts can be arranged by direct call off or mini-competition.

CHIC has a team of Heads of Member Services, organised geographically, which manage the day to day interactions with out broad spread of members. They create opportunities, identify member needs for replacement or new contracts and then manage the ongoing relationships with members. They are supported by CHIC's small commercial team, which delivers all of the procurement support, supply chain management, data analysis and reporting.

ROLE PURPOSE

This is a key role within the CHIC operations team, leading our procurement activities.

The post-holder will plan, manage, administer and deliver the compliant procurement of new framework agreements, long term contracts and the DPS, with support from CHIC team colleagues and member representatives.

Together with support from the Procurement Manager, the post-holder will also administer all mini-competitions and support the development of business cases for direct contract awards, including the completion of all contract documentation.

PRINCIPAL RESPONSIBILITIES

PROCUREMENT

1. To maintain a forward plan of CHIC's new and replacement procurement requirements for frameworks, long term contracts and DPS solutions to meet all member requirements.
2. To maintain a detailed programme and resource plan, to ensure that all new, replacement and call off procurements are delivered to agreed deadlines.
3. To lead all new framework, long term contract and DPS procurements, to ensure that they are robustly structured and managed to reflect best procurement practice and achieve fully compliant outcomes that are accessible by CHIC's current and future members.
4. To plan and oversee all framework mini-competitions, direct contract awards and DPS tenders, to ensure that resulting contracts are compliant and meet members specific needs.
5. To liaise closely with CHIC's MD, COO and Heads of Member Services and through them with members, to ensure that all service and technical specifications and cost/pricing models are fully representative of members needs and expectations.

KEY ACCOUNTABILITIES

6. To keep accurate records of all procurement processes and awards, to ensure that CHIC can always evidence and prove the legitimacy of PCR 2015 compliance and the transparency of procurement best practice.
7. To support members with undertaking leaseholder Section 20 Consultation where required, for both new procurements and mini-competitions/DPS tenders.
8. To prepare all framework/contract award documentation and ensure this is all properly completed and executed (for CHIC as Contracting Authority) on completion of new or replacement framework and contract awards.
9. To prepare all individual contract documentation for all members contract awards and ensure this is properly completed and executed (for CHIC's members as contract clients), on completion of any mini-competitions or direct award decisions.
10. To keep an accurate register of information to monitor the progress of:
 - Individual CHIC procurements, against agreed milestones
 - All call off activities, against agreed milestones
 - Spend forecasts in respect of all frameworks and long term contracts, to ensure that all work is contained within published values.
11. To manage CHIC's e-procurement platform in all respects.
12. To plan and manage the activities of the Procurement Manager in assisting in delivering the above responsibilities.

GENERAL CHIC MANAGEMENT DUTIES

13. To work closely with the MD, COO and other Heads of Service to keep CHIC's products, services and member expectations under close review.
14. To provide regular and accurate reports on procurement activities and committed spend to the CHIC Board, MD and COO.
15. To act as a proactive member of CHIC's senior team to ensure that the consortium is effective and efficient in meeting its members expectations and needs.
16. To deputise for the COO within the commercial team, when required.
17. To carry out other duties as deemed reasonable and relevant to the post.
18. To attend ARK's and CHIC's team meetings and related events, including conferences, exhibitions, client business development meetings and trade events.
19. To promote a positive image of ARK and CHIC through the development and maintenance of excellent working relationships with clients, partners, colleagues and ARK associates.

RECORD KEEPING AND ADMINISTRATION

20. To establish and maintain appropriate records and files for ARK and CHIC.
21. To regularly update the CHIC Pipeline and Dashboard reports in order to keep accurate records of business performance.

KEY ACCOUNTABILITIES

22. To submit monthly documentation as required including:

- Timesheets
- Mileage and Expenses Claims

HEALTH AND SAFETY

23. To observe all safety rules and carry out safe working practices at all times. Take reasonable care for your own health and safety and of other persons who may be affected by your acts or omissions at work.

24. To appraise yourself of all health and safety practices of client organisations when working in and from the client's offices.

DIVERSITY

25. To be aware of ARK's responsibilities to provide a service that reflects and respects the diverse communities in which we work.

GENERAL

26. To undertake any such training as identified and agreed with CHIC's COO and MD.

27. To respect and uphold the confidential nature of the services that ARK provides to and for its clients.

28. To note that all information held or used by you in relation to ARK Consultancy Limited and CHIC Ltd is to be regarded as confidential. You should not at any time disclose to any person any information as to the business dealings, finances, software, intellectual property, business models, processes and procedures of ARK or CHIC, nor any facts or knowledge in relation to ARK's clients or CHIC's members. All proposals, reports, business models, spreadsheets, memoranda and other documents in your possession (both electronic and hard copy) are and shall remain the property of ARK.

Person Specification

Role Title: CHIC Head of Procurement

SKILLS

- The ability to build positive relationships
- The ability to turn conversations into action
- Meticulous record keeping
- The ability to manage your own workload, work to deadlines and work well under pressure
- Excellent analytical skills
- Excellent cost management skills and understanding of value
- Ability to independently problem solve

KNOWLEDGE

- Knowledge of public sector purchasing
- Knowledge of frameworks, contracts and DPS
- Understanding of leaseholder consultation processes
- Proficient in the use of Microsoft Office products

EXPERIENCE

- Comprehensive experience in public sector procurement
- Direct experience of managing frameworks, major contracts and a Dynamic Purchasing System
- Staff management experience
- Experience of working in a dynamic team, in a fast changing organisation
- Experience of working in the social housing sector and/or a procurement consortium

QUALIFICATIONS

- Essential – Good GCSEs and A Levels
- Desirable – A degree in a relevant discipline
- Essential – MCIPS Level 6 qualified or substantial relevant demonstrable experience

This Role Profile forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at ARK's absolute discretion in the future.

As a general term of employment, ARK may effect any necessary change in job content, or may require the post-holder to undertake other duties, at any of ARK's or our clients' offices.