

## JOB DESCRIPTION

<b>Job Title</b>	Commercial and Procurement Manager (HRA)		
<b>Directorate</b>	Community, Place and Economy		
<b>Reporting to</b>	Head of Housing Property		
<b>Grade</b>	Grade 10		
<b>Evaluation Ref:</b>	RP235	<b>Job Family Ref:</b>	
<b>Role Purpose</b>			
To provide commercially focussed senior quantity surveying and high-level procurement services to the Housing service, leading on commercial management services that implement effective and stringent cost control over in-house and external contractors operating within the Housing service.			
<b>Accountabilities</b>			
<p><b>Procurement</b></p> <p>To lead on the commissioning and category management of the full procurement cycle, including the procurement process and development of the required specifications and price models for tender purposes.</p> <p><b>Plan</b></p> <p>Create and implement strategic sourcing plans that align with the HRA's goals and objectives, reporting on progress against objectives as required.</p> <p>Lead for the Head of Housing Property and other Housing Managers in achieving value for money via Housing procurement processes and procedures.</p> <p>Work with the Head of Housing Property and other Housing Managers to ensure that procurement activities align with budgets, balancing cost savings with meeting operational needs.</p> <p>Keep the HRA Procurement Pipeline up to date.</p> <p>Maintain and share a working knowledge of market trends and any changes in the supply chain landscape affecting Housing activities, to enable informed decisions which drive Value for Money.</p> <p>Represent the Council on committees of partner buying organisations/memberships.</p> <p><b>Procure</b></p> <p>Work with Somerset Council's Corporate Procurement Team for all projects that exceed the current thresholds in Somerset Council's Contract Regulations.</p>			

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Ensure that all HRA procurement processes comply with all legal, governance and regulatory standards.

Lead the Housing operational teams in determining requirements

Lead on the preparation of all procurement documents, including specifications and pricing models.

Produce a Sourcing Strategy for all housing procurements and obtain necessary approvals, including Key Decisions and Non-Key Decisions via the Council's governance process.

Working with Housing operational managers, identify procurement risks and mitigate them as needed.

Identify ways to streamline the Housing procurement process in compliance with Contract Standing Orders and Regulations.

Lead and support Housing Property operational managers in progressing and concluding tender activity in accordance with procedures and good practice.

Lead on setting policy, practice and procedures in respect of spend below the thresholds in Somerset Council's Contract Regulations, aligning with policies set out by Somerset Council's Corporate Procurement Team.

### **Manage**

Support the Head of Housing Property by reviewing Housing spend analysis and reporting.

Work with Housing Contract Managers to monitor and review KPIs for Housing contracts.

Work with key Housing managers to ensure the procurement pipeline continues to meet operational needs.

Support Housing operational contract managers by providing procurement and contract management advice.

Manage and maintain strong relationships with suppliers, monitoring annual actions required for maintaining good contract relationships.

Work with Housing Contract Managers to manage requests for contract uplifts and variations.

Consider how to make the Housing supply chain more resilient by considering supplier diversity, creating back-up plans and addressing potential disruptions.

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Develop support for Social Value initiatives through Housing procurement and contract management activities.

Provision of training and guidance to ensure procurement compliance.

### **Quantity Surveying**

To lead on the provision of a commercially focussed senior quantity surveying function, including:

Accurate measurement of works.

The accurate valuation of works and variations.

Detailed contract cost analysis and provision of recommended actions.

Management of contract rates, ensuring that colleagues and contractors use the relevant rates and agreed evaluation methods.

Provision of training and guidance to ensure contracts compliance.

Analysis and financial management of all contracts.

Specific tasks to include:

Auditing contractor's financial claims, deciding on the use of the appropriate evaluation methods and assessing the accurate values due to the contractor. To take appropriate action concerning any inaccuracies or omissions submitted by the contractor.

Lead on undertaking Contract Audits.

Technical and financial audits of contractors. Responsible for assessing the contractor's performance and making decisions as to the contractor's compliance with the contract conditions and requirements. Protecting the Council's interests in all related matters. Responsible for taking appropriate action to reach a satisfactory solution concerning non-compliance by the contractor.

Ensuring that any potential claims by contractors are thoroughly assessed to ensure the correct adherence to various contract conditions, procurement guidelines, policy and procedures. To ensure the Council receives the maximum value for money and that costs associated with claims against the Council are minimised.

Manage the annual contract uplifts for term maintenance contracts, in consultation with the Housing operational Managers, to ensure that the uplift is calculated and implemented on the anniversary date and carry out any reconciliation that may be required in a timely manner.

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Attend monthly contractor liaison meetings.

Keep up to date with and implement, relevant statutory and Council governance rules and guidelines to ensure the Council remains fully compliant.

Liaise with the Housing Property management teams and provide an effective quantity surveying support service.

Monitor and provide help and guidance to ensure the effective delivery of project programmes, including cost management and overall budget management.

Be responsible for researching and preparing required Housing cost analysis and reports, including value engineering.

Represent the Council at meetings as required (e.g. consultation events, resident engagement activities, steering groups and project team meetings), record information and ensure appropriate action is taken.

Ensure purchase orders are raised accurately, in accord with contract conditions and in a timely manner.

Carry out monthly audit and cost analysis of project costs and project budget codes.

Respond to internal and external communications (e.g. enquiries, requests, complaints, letters, representations, etc.), within defined standards and timescales.

Undertake regular reviews to ensure compliance with all management processes and procedures, including Health & Safety, Diversity and Equality, Freedom of Information and Data Protection.

### Knowledge / Experience / Skills

Knowledge	Essential	Desirable
Knowledge of Procurement Regulations, methods of measurement and other relevant legislation.	X	
Comprehensive knowledge of NHF schedule of rates and work valuation methods and principles.	X	
Knowledge of procurement processes and construction contracts.	X	
Knowledge of statistical reporting and research techniques with the ability to collate, analyse, interpret and communicate data and information.		X
Knowledge of health and safety and equality and diversity issues.		X
Competent in the effective use of IT systems relevant to the role.	X	

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<b>Experience</b>		
Understanding of the democratic process and Local Government Contract Procedure Rules.		X
Experienced in working with other internal services and external bodies; including contractors, consultants and the public.	X	
Experience in working on capital improvement projects and maintenance contracts.	X	
Experience in procurement, cost evaluation, project control and monitoring contractor performance.	X	
Experience in developing new processes and procedures and implementing new ways of working to improve efficiency and effectiveness (e.g. 'Lean' systems)		X
<b>Qualifications / Registrations / Certifications</b>		
Degree level education in a construction-based course.	X	
Able to demonstrate continuous professional development (CPD).	X	
<b>Skills</b>		
Ability to work to strict timescales.	X	
Confident in challenging opinions and presenting alternative views.	X	
Confident and strong persuasive skills	X	
Ability to implement systems and procedures including the ability to use a variety of ICT packages.	X	
Effectively balance conflicting priorities to meet targets, deliver successful projects and achieve outcomes.	X	
Ability to build and maintain relationships, both internally and externally, to help deliver successful outcomes and work collaboratively with other team members to achieve objectives.	X	
<b>Working Conditions</b>		
The role will predominately work from an office or home-based environment, but regular visits to construction sites will also be necessary.		

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### Dimensions of the Role

To ensure that all contracts (internal, including Service Level Agreements and external) deliver value for money and quality services.

To ensure effective operational delivery of contracts to deliver all required services for the Housing services function.

To lead on specialist support for Housing operational managers to ensure effective cost control and budget setting and management.

The specific workstream areas to include:

Capital Programmes.

Retrofit and asset management investment works.

Revenue Spend – including responsive repairs and void repairs (in-house and external contractors).

Depot operations, including material supply chains.

Property Safety Compliance activities.

### Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

### Corporate Accountabilities

Ensure compliance with all relevant legislation, organisational policy and professional codes of conduct to uphold standards of best practise.

Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: February 2025