



ClwydAlyn

Procurement

Job Overview

Procurement and Contracts Officer

- £32,500 - £36,000 per year
- V72, St Asaph
- 37 Hours a week



@ClwydAlyn



Person Specification

Purpose of the role

The Procurement & Contracts Officer will be responsible for undertaking procurement and contracting activity up to and including Central Government Threshold (what was EU) on behalf of ClwydAlyn, subsidiary company and (where necessary) external procurements to support regional/national partners. The post holder will aid the Head of Procurement, Contracts and Social Value on several agendas that support the key dependencies of contracting activity, ensuring it is undertaken following all relevant legislation including the Public Procurement Regulations. The post holder will engage with staff across ClwydAlyn and subsidiary ensuring the value of effective and efficient procurement is achieved within the end-to-end procurement cycle.

Key responsibilities

- Taking responsibility for delivering efficient, effective, and innovative procurement and contract management for the goods and services required by the business.
- Developing and ensuring effective implementation of ClwydAlyn's procurement strategy.
- Ensuring a structured approach to procurement and contract management across the group to maximise opportunities for Social Value and Value for Money
- Ensuring that all procurement activities are conducted within the requirements of standing orders, financial regulations, scheme of delegation, The Public Contract Regulations 2015 and the Wales Procurement Policy Statement (WPPS) that sets the strategic vision for public sector procurement in Wales. By putting the Well-being and Future Generations (Wales) Act 2015 at the heart of all procurement decisions supporting us to achieve the 'Wales we want', while maximising opportunities to deliver economic, social, environmental, and cultural well-being.
- contractors and through the supply chain (e.g. through meet the buyer events, appropriate lotting of contracts etc).
- To support ClwydAlyn managers/budget holders to define, prepare and develop Projects Briefs/ Specifications for all contracts.
- To co-ordinate and manage allocated contracts through the entire procurement life cycle.
- To regularly monitor, analyse and review the performance of contractors delivering contracts to ClwydAlyn including the ongoing negotiation of contractual agreements.
- To provide relevant data and detail of costs to ensure forecasting and service costs are relevant and in place, risk management is maintained and controlled, and the principles of value for money and continuous improvements are being met.
- Have total ownership and control of smaller procurement projects , including management and dealing with relevant policies and processes, including monitoring of aggregate spend where appropriate in line with Contract thresholds.

Duties

- Work with other team members and stakeholders to maintain the corporate contract and supplier registers.
- Carry out regular spend analysis to support identification of opportunities to support our values and create maximum Social /Economic and Environmental impact whilst improving value for money.
- To co-ordinate the procurement activity of different departments to ensure consistency. And promote and support greater understanding of procurement across the company.
- To support improved procurement planning across the company to ensure procurements are undertaken in a timely manner.
- Undertake procurement of relevant contracts and to support the tendering and management of contracts by other departments.
- To support departments to maximise procurement opportunities for non-financial benefits working to our Social Value framework and key outcomes.
- Support local SMEs to deliver services to us as main
- Providing excellent customer service for both internal and external customers, clients and colleagues.
- Training will be provided to work in line with all health and safety requirements, company procedures and legislation. It is essential to complete any training and development as deemed necessary and compatible with the nature of the post.
- All our teams are expected to work inline with our values and also be responsible for the application of Equality and Diversity practices.
- You may be asked to complete work or tasks reasonable that are outside of your usual work, by your manager, director, executive team or the board, this would be discussed in detail if necessary.
- Barring Service (DBS) check. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands, or warnings which would impact on their ability to carry out their role.

Person Specification

(continued)

Purpose of the post

- The Procurement & Contracts Officer will be responsible for undertaking procurement and contracting activity up to and including Central Government Threshold (what was EU) on behalf of ClwydAlyn, subsidiary company and (where necessary) external procurements to support regional/national partners. The post holder will aid the Head of Procurement, Contracts and Social Value on several agendas that support the key dependencies of contracting activity, ensuring it is undertaken following all relevant legislation including the Public Procurement Regulations. The post holder will engage with staff across ClwydAlyn and subsidiary ensuring the value of effective and efficient procurement is achieved within the end-to-end procurement cycle.
- Taking responsibility for delivering efficient, effective, and innovative procurement and contract management for the goods and services required by the business.
- Developing and ensuring effective implementation of Clwyd Alyn's procurement strategy.
- Ensuring a structured approach to procurement and contract management across the group to maximise opportunities for Social Value and Value for Money
- Ensuring that all procurement activities are conducted within the requirements of standing orders, financial regulations, scheme of delegation, The Public Contract Regulations 2015 and the Wales Procurement Policy Statement (WPPS) that sets the strategic vision for public sector procurement in Wales. By putting the Well-being and Future Generations (Wales) Act 2015 at the heart of all procurement decisions supporting us to achieve the 'Wales we want', while maximising opportunities to deliver economic, social, environmental, and cultural well-being.

Duties

- Work with other team members and stakeholders to maintain the corporate contract and supplier registers.
- Carry out regular spend analysis to support identification of opportunities to support our values and create maximum Social /Economic and Environmental impact whilst improving value for money.
- To co-ordinate the procurement activity of different departments to ensure consistency. And promote and support greater understanding of procurement across the company.
- To support improved procurement planning across the company to ensure procurements are undertaken in a timely manner.
- Undertake procurement of relevant contracts and to support the tendering and management of contracts by other departments.
- To support departments to maximise procurement opportunities for non-financial benefits working to our Social Value framework and key outcomes.
- Support local SMEs to deliver services to us as main contractors and through the supply chain (e.g. through meet the buyer events, appropriate lotting of contracts etc).
- To support ClwydAlyn managers/budget holders to define, prepare and develop Projects Briefs/ Specifications for all contracts.
- To co-ordinate and manage allocated contracts through the entire procurement lifecycle.
- To regularly monitor, analyse and review the performance of contractors delivering contracts to ClwydAlyn including the ongoing negotiation of contractual agreements.
- To provide relevant data and detail of costs to ensure forecasting and service costs are relevant and in place, risk management is maintained and controlled, and the principles of value for money and continuous improvements are being met.
- Have total ownership and control of smaller procurement projects , including management and dealing with relevant policies and processes, including monitoring of aggregate spend where appropriate in line with Contract thresholds

About ClwydAlyn



ClwydAlyn was formed in 1978 as a non-charitable Registered Social Landlord and now manages over 6,500 homes and employs 760 staff. We deliver a range of housing management related services, which includes care and supported housing, development, and repair and maintenance services across North Wales (Denbighshire, Flintshire, Conwy, Wrexham, Powys, Gwynedd and the Isle of Anglesey).



Our homes and services include social family housing and single person accommodation, supported living accommodation and specialist care and nursing services, low-cost home ownership, leasehold management services and intermediate and market rented housing. The Group's turnover is £64m.

We are an ambitious Housing Association and very driven by our values and mission. We believe that it is wrong that there is still so much inequality and poverty across our region, and we know that this impacts every aspect of people's lives. We took a strong position to end evictions four years ago and we use our money and influence to do all we can to support those experiencing poverty and to champion for change across our country.



Why work for us?

Job Benefits

- Are you looking for an excellent work life balance?
- Would you like 25 days paid holiday (increasing to 30 days), with the opportunity to sell/purchase more annual leave?
- Receive up to 8% employer pension contributions.
- Join a Cycle to Work scheme.
- Receive eye care vouchers.
- Free hot meals provided to staff when working.
- Excellent enhanced maternity package and many other company benefits.



You can apply in a number of ways:

The more traditional approach

Send an up-to-date CV which shows your full career history and a statement explaining why you are interested in this role and the skills and experience you can bring to the role.

Send us a short film

Maximum 3 minutes explaining why you are interested in this role and the skills and experience you can bring with a short accompanying letter/email.

Ffôn/Tel: 0800 1835757
Ebost/Email: help@clwydalyn.co.uk

apply at clwydalyn.co.uk
applications close 14 May

This role has been assessed as requiring an Enhanced Level (without barred list) Disclosure and Barring Service (DBS) check. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands or warnings which would impact on their ability to carry out their role. Any risks identified through the DBS check will be reviewed by the Group and a Risk Assessment undertaken. The outcome of the Risk Assessment may result in job offers being withdrawn or existing staff member's employment being reviewed. Further information is available in the Group's DBS Policy and Procedure which can be requested from the HR Team.