

Job title: Procurement Specialist - Construction

Responsible to: Head of Procurement

Purpose: You'll be the subject matter expert for construction procurement and will support the business in its procurement activity; demonstrating a partnering approach to advise and guide on market trends, procurement strategy, tendering, contract award, implementation and management.

You'll lead on above regulated threshold procurement activity in the construction category, in compliance with the Procurement Act 2023, working closely with our Property Services, Asset and Development Directorates.

Location: Portsmouth

Key Areas	Description	Performance standards are satisfactory when:-
Procurement	<ul style="list-style-type: none"> To lead on the tendering, evaluation, placement and monitoring of our portfolio of construction contracts across Property Services, Asset and Development. Lead on strategic development projects which fall under the scope of PA2023. 	<ul style="list-style-type: none"> A clearly documented contract register and programme is available to each Directorate. All procurement activity is compliant with PA2023 and fosters value and innovation. Procurement activity is underpinned by sound

	<ul style="list-style-type: none"> • Have knowledge, understanding and practical experience of developing technical documents such as construction specifications, pricing/cost proposals and contract documentation. • Have knowledge, understanding and practical experience of evaluating cost proposals for construction contracts. • Be an expert in construction legislation relevant to the procurement process eg Building Safety, CDM. • Lead on the delivery aspects of the revised procurement legislation, ensuring legislative compliance as well as maximising the increased flexibility available. • Supporting the development on of an inclusive and progressive approach to VFM, incorporating ESG and social value. • Using informed knowledge of procurement regulations, prepare procurement documentation using the e-procurement 	<p>market research, commercial awareness and financial analysis; and maximises social value and sustainability outputs.</p> <ul style="list-style-type: none"> • Managers and senior leaders within the business are supported to deliver procurements which maximise operational and commercial performance. • Contracts are in place across Property Services, Asset and Development – which effectively manage and deliver solid commercial outcomes.
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	<p>systems as required.</p> <ul style="list-style-type: none"> • Provide advice and guidance to senior stakeholders on procurement matters to ensure the highest standards of professional excellence in procurement. • Support the analysis of the companies' category risk reviews, expenditure and supplier use patterns to identify scope for new potential contracts/savings. • Contribute to group-wide projects and be actively involved in the Procurement environment in order to ensure value for money and risk management. • Delivery of Procurement training to the business to professionalise the business' approach to construction procurement. 	
Risk Management	<ul style="list-style-type: none"> • Responsible for maintaining the construction category of the Contracts Register, ensuring all procurement activity carried out across VIVID is undertaken in accordance with applicable legislation and government guidelines. 	<ul style="list-style-type: none"> • Contracts register is live and up to date at all times. • Financial controls are maintained. • Core risks are mitigated through the planning and structuring of procurement projects.

	<ul style="list-style-type: none"> • Understand the operational and corporate risks to the business and reflect this when categorising contracts and structuring procurements. • Undertake regular financial assessments of existing and new suppliers to identify any potential risks of supplier failure. 	
Procurement Team	<ul style="list-style-type: none"> • Lead on above regulated threshold procurement activity for the construction category, to deliver the corporate objectives for procurement. 	<ul style="list-style-type: none"> • The procurement team is a high performing team with knowledgeable staff offering great customer service. • There is a culture of development and continuous improvement within the team.
Diversity	<ul style="list-style-type: none"> • Ensure adherence to duties in relation to Equality and Diversity 	<ul style="list-style-type: none"> • Demonstration of behaviours which best support equality and diversity within the workplace.
Health and safety	<ul style="list-style-type: none"> • Ensure the highest standards of health and safety are maintained in all areas • Take care of your own safety and that of others who may be affected by what you do (or do not do) 	<ul style="list-style-type: none"> • There is a great Health and Safety culture across the department • You personally adopt behaviours which adhere to all Health and Safety policies and practises

Person Specification

Qualifications	<ul style="list-style-type: none"> Degree level education Relevant qualification eg construction cost management, construction contracts CIPS or relevant qualification in Procurement Evidence of continuing professional development in relation to procurement skills and improving outcomes for customers 	D D E E
Knowledge & Experience	<ul style="list-style-type: none"> 5 years or more experience of running above regulated threshold tenders in public sector procurement – construction category and for development projects Knowledge of procurement legislation Experience of category management practice Experience of delivering organisation-wide projects 	E E E E
Skills	<ul style="list-style-type: none"> Use of E-Tendering systems Ability to write clearly and concisely and produce accurate reports Proficient in all Microsoft office applications Ability to challenge performance and drive continuous improvement 	E E E E
Personal Qualities	<ul style="list-style-type: none"> Sharing VIVID's desire to succeed and wanting to play a key role in that growth Dynamic and passionate manager with a desire to coach and be a role model Comfortable with change, welcoming it as an opportunity to grow Commitment to continuous professional development of self and others Able to motivate, lead and inspire Able to live our values 	E E E E E
Other	<ul style="list-style-type: none"> Ability to work to tight deadlines A clear commitment to equal opportunities in both employment and service provision A driving licence with a car available for business use 	E E E