

Job Description



Job Title: Procurement Consultant
Reports to: Head of Frameworkx
Reports: None
Location: Our Office locations are: Reigate, Surrey / Merseyside / Exeter
Hours: Monday to Friday, 9am – 5.30pm, Flexible

The Company

Rand Associates provides a range of services including surveys, procurement of contracts, consultancy, and software products to the social housing sector. Our clients include housing associations, local authorities, building contractors and consultants. Rand Associates are the authors and developers of the M3NHF Schedule of Rates.

We are part of the M3 Housing group of companies. M3 publish the M3NHF Schedule of Rates and a range of associated products used for property maintenance and development, including M3Central, M3Vision and M3Pamwin. See www.m3h.co.uk for more details.

M3 also services NHMF NPC Frameworkx (www.nhmfframeworkx.org.uk), a not-for-profit framework organisation, sponsored by the National Housing Maintenance Forum (www.nhmf.org.uk), providing clients with access to a range of frameworks and workstreams around the maintenance of social housing properties. This role is part of the continued success and growth of NHMF Frameworkx.

The Role

Key responsibilities will include:

- Be a champion for NHMF Frameworkx forging growth and recognition for the brand and services provided.
- Account manager for framework contracts liaising with representatives from member organisations (clients) and providers (suppliers).
- Develop leads and relationships with clients and suppliers.
- Delivering compliant framework call offs for our members.
- Support the wider team in utilising and developing electronic systems (eg. Dynamics CRM) to support tendering and framework management.
- Collate relevant framework performance data and work with members and providers to ensure contracts are being delivered in line with the NHMF's aims around best practice.
- Become an expert in the M3NHF Schedule of Rates, its associated Modules and the NHF Form of Contract.
- Keeping abreast of current procurement legislation and practices.
- Liaise as necessary with Anthony Collins LLP, the legal advisers on the M3NHF Schedule of Rates, the NHF Form of Contract and Frameworkx's standard call-off contract documentation.
- Provide or support any consultancy or the end-to-end procurement life cycle, working with stakeholders to develop tender documentation, contract negotiation, bid evaluation, performance evaluation and contract management – either acting on behalf of NHMF Frameworkx or Rand Associates directly.
- Attend conferences and exhibitions to help promote NHMF Frameworkx and wider Rand/M3 services and products, including delivering presentations where required.
- To undergo training as required to satisfy the requirements of the role, including attendance at staff development days, and external training courses where required.

This job description only contains the main accountabilities relating to the role and does not describe in detail all the duties that may be required by the business.

The Candidate

You will be a pivotal member of the team with a chance to make a difference with our group's latest exciting product. You will need to maintain excellent communications, with multiple stakeholders involved, both with internal Directors, NHMF NPC board members and member/provider representatives. You will have an excellent record of working for or with social housing landlords' maintenance and procurement departments, and ideally bring connections to support the growth of NHMF Framework. As a valuable member of our team, you will be encouraged to bring forward ideas in any area you think could be improved, we are always looking to be the best that we can be, and we rely on everyone in the team to help make this happen.

We believe that a good attitude and approach are just as important as technical ability, so we look for:

- Agile mindset.
- Continuous learning and improvement.
- Passion for tech, data, and innovation.
- A collaborative approach to work.
- A desire to help social landlords achieve value for money in maintain their housing stock.

Essential Requirements

- 5-10 years of experience in related roles within social housing.
- An excellent understanding of the legislative and regulatory framework which applies to procurement within the Public Sector in producing tenders and contracts.
- Strong presentation skills, both in small and large group settings.
- Strong commercial acumen.

Desirable Skills

- CIPS/MCIPS/MRICS qualified or working towards

Summary of Terms

Starting Salary	£50,000-£75,000 depending on skills and
Hours	experience 37.5 per week, flexible hours offered
Holidays	26 days annual leave plus bank holidays
Probationary period	6 months
Notice period	One month (one week during probation period)
Other benefits	Car Allowance, Company pension scheme, Christmas bonus scheme, performance bonus scheme
Career progression	Opportunity to progress responsibilities driven by you
Learning	Training courses available to all, led by employee aspirations

