

Role Profile – Manningham Housing Association

Procurement & Contracts Officer

Responsible to :	Head of Property Services
Responsible for :	No direct reports, but will oversee supplier contracts and procurement processes
Budget responsibility :	Supports procurement decisions within agreed financial thresholds

Job Purpose

The Procurement Officer will play a key role in ensuring MHA's procurement activities are efficient, compliant, and deliver value for money. This role will be responsible for managing procurement processes, liaising with internal teams and external suppliers, and ensuring compliance with relevant regulations and best practices in the housing sector. The post holder would also ensure contract performance management is maintained across the organisation.

Key Deliverable and Outcomes

Procurement Management:

- Lead the procurement of goods, services, and contracts for MHA in line with organisational policies and public sector procurement regulations.
- Ensure value-for-money principles are applied, securing cost-effective and high-quality services for tenants and internal teams.

Contract Management & Supplier Relationships:

- Support the management of supplier contracts, ensuring performance is monitored and service levels are met.
- Develop and maintain strong relationships with suppliers, contractors, and service providers.
- Assist in contract negotiations and renewals, ensuring cost efficiency and contract compliance.

Compliance & Risk Management:

- Ensure procurement activities comply with **UK Public Contracts Regulations, Homes England guidelines**, and MHA's procurement policies.
- Maintain accurate records of procurement decisions, contract documentation, and audit trails.
- Identify and mitigate risks associated with procurement activities.

Process Improvement & Digital Integration:

- Contribute to streamlining procurement processes and implementing digital solutions for procurement activities.
- Support the development of e-procurement systems and ensure effective use of digital platforms.

Collaboration & Stakeholder Engagement:

- Work with internal teams to understand procurement needs and provide advice on sourcing strategies.
- Engage with key stakeholders, including finance, maintenance, and compliance teams, to support operational efficiency.

Sustainability & Social Value in Procurement:

- Ensure procurement decisions align with MHA's **sustainability and ESG goals**, including reducing environmental impact and enhancing social value.
- Work with contractors and suppliers to encourage sustainable practices and ethical sourcing.

The post-holder's duties must at all times be carried out in compliance with legislative requirements such as health and safety and all of the Associations policies and procedures in particular the Equality,

Diversity & Inclusion Policy and any other policies designed to protect employees or service users.

It is the duty of the post-holder not to act in a prejudicial or discriminatory manner towards any customers or employees, including discrimination towards anyone under the nine protected characteristics under the Equality Act 2010; age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race (includes ethnic or national origins, colour or nationality), religion or belief (includes non-belief), sex (man or woman) and sexual orientation (includes lesbian, gay, bisexual or heterosexual). The post-holder should not accept any such practice or behaviour and should either challenge or report it.

Person Specification (all areas are essential unless otherwise specified)

Would it be worth setting this out as follows to help the sifting process for qualifications and experience:

Qualifications & Knowledge

Criteria	Essential	Desirable	Assessment Method
CIPS Level 3 or equivalent procurement qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV
Good knowledge of UK procurement regulations and social housing procurement frameworks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Awareness of public sector procurement (OJEU/Find Tender requirements)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Degree in Business, Procurement, or relevant field	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CV

Experience

Criteria	Essential	Desirable	Assessment Method
Experience in procurement, purchasing, or contract management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV/Interview
Experience in procurement within housing, public sector, or construction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV
Knowledge of supplier negotiation, contract law, and tendering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Experience using e-procurement systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interview

Skills & Competencies

- Strong analytical and negotiation skills to ensure best-value procurement.
- Excellent communication and stakeholder engagement abilities.
- Detail-oriented approach to compliance, record-keeping, and risk management.

- Ability to manage multiple procurement projects simultaneously.
- Proficiency in MS Office and procurement software.

Personal Qualities

- Proactive and results-driven, with a focus on continuous improvement.
 - Commitment to MHA's values, particularly in delivering value-for-money services for tenants.
 - Ability to work independently and collaboratively across teams.
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- **Personal Qualities**

Understanding and being able to demonstrate the vision and values of Manningham HA

- Ability to promote our Customer First approach
 - Able to use IT Applications relevant to this job role i.e. MS Office.
 - Ability to solve highly complex problems and make high-quality quality effective and sound decisions on the information available
 - Ability to work on own initiative and have a can-do and proactive attitude to work
 - A person with the desire to improve to make a real contribution to the running of the organisation
 - Energetic personality with a high degree of personal drive and integrity, but with the Essential sensitivity to retain the support of others.
 - Able to demonstrate high standards of personal resilience and integrity.
 - Able to work under pressure and deliver results to tight deadlines.
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MHA Expectations & Values

- MHA is committed to fostering an inclusive, ethical, and sustainable procurement environment. The successful candidate will contribute to our goal of delivering high-quality services to tenants while adhering to our **Equality, Diversity & Inclusion policies**.
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Development

Willing to develop own skills and provide evidence of personal development

The Associations 'Expectation of our Leaders & Colleagues' apply to this role