

# Job description

## Procurement and Project Officer

- Grade: PO2
- Reports to: Programme Manager Housing Property Services
- Direct reports: 0
- Your team: Programme Management Team
- Service area: Housing Property Services
- Directorate: Homes and Neighbourhoods

### Special requirements of the post

Workstyle: Desk-based worker (Lower presence, one day a week minimum)

- Colleagues who are not usually client or customer-facing and can mostly work anywhere with the right technology. Regular on-site activities are required such as team events and collaboration that are more productive face to face

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## Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

## Overview of the role

The Procurement and Project Officer will be instrumental in ensuring the effective management of procurement activities and project delivery within Housing Property Services.

The role will primarily focus on supporting procurement processes and project coordination, ensuring compliance with relevant regulations and delivering value for money in all works undertaken by or on behalf of the repairs service.

The officer will ensure robust procurement policies, systems and procedures are followed and maintained, enabling the Council to fulfil its statutory obligations. The role will actively promote a culture of continuous improvement using both proactive and reactive monitoring to drive performance.

The postholder will ensure the highest standards in procurement and project delivery, through the identification of risks, the development of effective procurement strategies, and by enhancing knowledge, understanding and competence throughout the housing repairs service.

## Key responsibilities

1. Develop a comprehensive plan of current and future procurements needed to meet the service requirements of the Responsive Repairs service and other parts of the Housing Property Services department as requested by the Property Service Programme Manager and keep this plan up to date at all times.
2. Take the lead on drafting and maintaining detailed procurement plans for individual procurement exercises, with start and end dates identified in order to ensure continuity of current contracts due to expire. Plans to include key stages, milestones, dependencies, responsibilities etc.
3. Ensure the content and requirements of these plans is appropriately and effectively communicated with all stakeholders linked to the delivery of the procurement.
4. In a timely manner, work with relevant service managers, contract officers and other service and corporate colleagues as appropriate and necessary to develop and update service specifications and price frameworks in advance of procurement exercises to determine contract requirements.
5. With guidance and support from the Corporate Procurement Team, identify and implement the most appropriate procurement options and strategies for each procurement, taking account of contract type and value.
6. Ensure all necessary tender and contract documentation is comprehensively and accurately drafted making use of corporate procurement templates and guidance as needed and that all such documents are submitted for necessary approvals within required deadlines. Co-ordinate and lead successful completion of all stages of the procurement process to mobilisation stage.
7. Either lead delivery of mobilisation stage for new contracts or provide effective handover at commencement of mobilisation stage to designated contract management officer who will be responsible for the management of the contract following mobilisation.
8. Ensure procurements undertaken help secure Islington Council's wider objectives, including delivering high quality, sustainable services at costs that represent value for money for the council and that bring added social value.
9. Develop, review and accurately maintain procurement documentation and any associated files or databases, including providing copies of documents and other data or information as required to the Corporate Procurement, Legal and other corporate teams, for audit purposes and use in future procurement exercises.

10. Ensure all procurements undertaken comply with EU, national and Islington Council's procurement rules as guided and directed by the council Corporate Procurement Team, Legal and Democratic Services.
11. Be aware of legislative changes and current best practice in the field of procurement as communicated by the Corporate Procurement Team.
12. Promote and develop best practice in procurement across the Repairs and Maintenance service.

## Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

# Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

## Essential and desirable criteria

**Essential:** the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

**Desirable:** the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

## Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	Experience of leading, managing and delivering successful procurements within a public sector environment.	Essential
2	Experience of project management support and successful delivery of projects.	Essential
3	Experience of working productively and effectively in busy, high pressure office environment in which objectives and deadlines are delivered.	Essential
4	Knowledge of various housing related services, in particular repairs and maintenance services, and the importance of these service to tenants, leaseholders and the reputation of the council.	Essential
5	Knowledge and understanding of standard procurement routes and processes used within a local authority setting including the principles of good contract management.	Essential
6	Understanding of project management tools and techniques	Desirable
7	Ability to deliver procurements both above and below EU threshold levels and deliver these on time and within budget with minimal support from corporate procurement specialists.	Desirable
8	Ability to scope, structure and write clear, accurate and concise service specifications, project plans, reports and other procurement and project related documents using defined templates.	Desirable

Point	Criteria description	Essential/desirable
9	Ability to plan, lead and support tender evaluation and project teams with participation from multiple stakeholders and to accurately record and document decisions made by evaluation panels.	Desirable
10	Ability to collect, analyse and present often complex technical and financial information linked to procurements and projects.	Desirable
11	Excellent interpersonal skills with ability to work well as part of a team and develop and maintain constructive and professional working relationships with a range of different people, teams and organisations.	Desirable
12	Ability to plan, prioritise, and organise workloads effectively. Capable of working independently with minimal supervision	Desirable

## Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.