

Job Description

Interim Procurement Analyst



Directorate:	Finance
Team:	Change & Programme Management
Role Type:	Remote
Reports to:	Change and Programme Manager
Direct Reports:	None
Overall Job purpose:	
<p>The role will assist the Change & Programme Manager to implement Procurement, Contract and Supplier Relationship Management standards, laying the foundation for Cross Keys Homes (CKH) to become a more strategic and insightful partner.</p> <p>Responsible for delivering day-to-day operational activity, which is focussed on internal customer support and guidance, alongside sharing knowledge of public sector procurement and best practice across the business.</p> <p>Having a drive for continuous improvement, this role will offer innovative solutions and share best practice across the organisation.</p>	
Core responsibilities:	
<ul style="list-style-type: none"> • Providing procurement process and commercial analysis support to Change and Programme Manager. • Responsible for leading and working with internal key stakeholders across the business to develop and implement sourcing strategies to ensure that all goods, works and services are procured to the appropriate quality, required service level and best value. • Support the development and implementation of a 'Contract Management Standard' within CKH to ensure we are proactive, efficient and effective in the management of the performance of our contracts to ensure that the desired outcomes and intended benefits are delivered over the term of the agreement. • Support the implementation of all new contracts and ongoing monitoring, ensuring standards and expectations are set. 	

- Develop and maintain relationships with key stakeholders, both internally and externally, to increase awareness of procurement activities and gain support for procurement and contract management initiatives.
- Embed a set of Core KPI's within CKH related to effective contract management. Keep up to date with legislative requirements, advising the team and the business of any changes or updates, whilst monitoring contracts to ensure minimum standards of performance can be measured across the business, as well as ensuring compliance with the Procurement Act.
- Design and deliver training across the business which sets out the minimum contract standards expected of employees and develop refresher training to deliver to all contract managers across the business. To facilitate relevant training on the use of procurement documentation and wider procurement topics.
- Facilitate a compliant procurement function and implement a corporate procurement strategy with the support of the Change and Programme Manager.
- Ensure the successful execution of procurement projects as directed by the Change and Programme Manager; a key activity will be to supervise and enhance the procurement processes, aiming for efficiency and cost-effectiveness in sourcing goods and services.
- Identify risks and potential compliance issues, to secure final resolution and business sign off.
- Manage end-to-end administrative tasks such as award notices, contract signing, upload of contracts on to the register.
- Be able to identify, recommend and champion new and improved ways of working to continuously improve CKH's processes including but not limited to effective contract management.

Key Relationships

Will be required to build and maintain excellent working relationships with the following key contacts/areas of service:-

- Change and Programme Manager
- Director of Finance
- Director of Corporate Services
- Director of Operations
- Director of Assets, Estates and Housing Needs

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Integrity

Teamwork

- Director of Development
- Assistant Directors
- Tier 3's

Dimensions:

- No direct budget responsibility or authority to approve expenditure.
- No direct reports.
- Responsible for reviewing and approving business case financial inputs.

Some project management duties will be required and ideally the post holder will have some experience in this area.

Additional information:

N/A

No job description can cover every issue which may arise, and the post holder is expected to carry out other duties as required from time to time.

Person specification

Requirements	Essential Criteria	Desirable Criteria
Knowledge and experience	<ul style="list-style-type: none"> • Demonstrable experience of working in public sector procurement. • Good working knowledge of social housing sector. • Procurement/Commercial/Project Management degree or technical background complimented by suitable commercial acumen. • Strong experience of delivering further competitions via multiple consortiums. • Experience of conducting major procurement exercises in a multitude of categories. 	<ul style="list-style-type: none"> • Completed Procurement Act 23 training modules. • Continuous Improvement experience • Working knowledge of procurement law. • Experience in the private sector

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	<ul style="list-style-type: none"> • Proficient in the use of e-commerce tools, E-tendering, E-auctions. • Experience of procurement category management, including 'upstream' market understanding, procurement strategy, tendering, contract award and 'downstream' contract implementation and management. • Experience of managing contracts and delivering improved supplier performance. • Demonstrable end-to-end project management experience. • Strong knowledge Public Sector procurement (PCR 2015) and knowledge of Procurement Act 2024. • Knowledge of contract management. • Management of tender activities / contracts (above and below Threshold). • Ability to compile a tender to achieve the desired outcomes and deliver best value for money and an appropriate balance of risk and reward. • Enhanced understanding and experience of Public Contracts Regulations and Procurement Bill 2023 and Procurement Act 2024. • KPI development and monitoring. • Supplier and spend analysis capability. 	
Skills and abilities	<p>Skills</p> <ul style="list-style-type: none"> • Exceptional organisational skills. • Ability to build and maintain effective relationships, ensuring transparency and honesty. • Ability to self-manage and work on own initiative. • Strong business and commercial awareness. 	<ul style="list-style-type: none"> • Knowledge of Delta e-sourcing • Advanced knowledge of Microsoft Excel to include Pivot

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	<ul style="list-style-type: none"> • Excellent negotiation skills. • Excellent verbal and written communication skills and ability to communicate at all levels of the business. • Excellent organisational abilities and the ability to plan work, prioritise own workload. • An understanding of procurement terminology, principles, and best practice. • Resilience and agility to cope with change and react to challenges in equal measure, applying a positive focus. • Nurturing of key relationships with senior stakeholders and supply partners. • Able to manage multiple projects and apply problem solving skills • Good knowledge and experience of MS Teams, Microsoft Outlook, Word, and Power Point. • Ability to analyse and present complex information simply. • Influences, negotiates, and employs subtlety and sensitivity. <p>Attitude:</p> <ul style="list-style-type: none"> • Genuine team player with a positive outlook. • Pragmatic and able to see the big picture. • Passion for service excellence and continuous improvement. • Displays a 'can do' attitude with drive and enthusiasm. • Behaves in a manner that promotes CKH mission and core values. • Always encourages learning, both personally and in other colleagues. • Respectful and resilient. 	Tables and 'V - look up.'
Personal behaviours and style		

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We look for people who are committed to and demonstrate our core values of:

- **Action:** Getting things done while being accountable. *Delivering on objectives and taking responsibility for the service. A positive attitude.*
- **Commitment:** Putting customers first. *Being customer focussed, delivering excellent services to external and internal customers. Adopting a flexible approach.*
- **Excellence:** Always striving to be the best. *Continuously reviewing the service and improving efficiency. Exceeding our targets and improving standards.*
- **Integrity:** Honest and open in everything we do. *Maintaining our code of conduct and acting professionally at all times.*
- **Teamwork:** Working together to deliver. *Building and maintaining excellent working relationships with internal managers/teams and external stakeholders; ensuring our corporate objectives are met.*

Qualifications	<ul style="list-style-type: none"> • Membership of (or be working towards) CIPS 	<ul style="list-style-type: none"> • Relevant project management qualification e.g. Prince2, 6 Sigma, Lean Principles
Additional requirements	None	
Version control:		
JD authorised by (Director):	Ruby Surpal	Date: 10/6/25

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