

REGULATOR OF SOCIAL HOUSING (RSH) ROLE PROFILE

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| Role | Procurement and Supplier Management Specialist | Directorate | Finance and Corporate Services |
| Reports To | Head of Finance | Section | Finance |
| Post Reference | HR complete | Grade | 17 |

Purpose of the Role

The Procurement and Supplier Management Specialist is RSH's single dedicated procurement role. The post sits in the Finance team within the wider Finance and Corporate Services Directorate. Its purpose is to provide practical, proportionate procurement across RSH that is lawful, transparent and delivers value for money, and to put RSH's procurement policy into practice.

A large share of what RSH spends on goods and services goes through established government arrangements, such as shared digital services, Government Property Agency office provision and Civil Service Learning. The role of the Procurement and Supplier Management Specialist provides central oversight for the use of these arrangements and is RSH's central point of practical support for colleagues who need to procure.

Working with teams across RSH, the Procurement and Supplier Management Specialist helps shape requirements, selects the right route to market and manages commercial risk. The postholder runs procurement exercises from specification to contract award and keeps the records needed for proportionate compliance, audit and financial control.

The Procurement and Supplier Management Specialist also works with contract owners to track supplier performance and ensure services meet expectations. The role promotes consistent, proportionate and practical procurement across RSH and supports strong financial stewardship and corporate governance.

Main Duties and Key Accountabilities of the jobholder

Key Accountabilities:

1. Act as the single point of contact for procurement and supplier management across RSH, liaising and building relationships with staff across the organisation to ensure a smooth and coordinated process
2. Ensure procurement and supplier management activity is compliant with RSH policies, gateway controls and wider public sector requirements

Main Duties:

Procurement delivery

3. Triage new procurement activity and giving specialist dedicated advice on appropriate routes and thresholds
4. Coordinate input from legal, data protection and other teams during procurement, ensuring a streamlined approach
5. Lead the end-to-end commercial lifecycle: define, procure, manage and reprocure
6. Undertake compliant procurement using Crown Commercial Service frameworks, including the Digital Marketplace, as well as other routes as appropriate such as requests for quotation and open tendering, providing specialist advice on the best route
7. Support teams to set up suppliers on the finance system, raise purchase orders and process invoices in line with internal procedures

Supplier management

8. Maintain supplier and contract information, including KPIs, review dates, renewal/exit plans, key contacts and reporting data, ensuring that this is managed in a compliant and timely manner

Main Duties and Key Accountabilities of the jobholder

9. Monitor supplier performance and escalation, ensuring contracted service levels are met and resolving issues promptly where needed, managing key relationships as needed

Planning, report and systems

10. Prepare, maintain and communicate a 24-month commercial pipeline
11. Operate and maintain the procurement portal (currently Delta eSourcing)
12. Provide reports and insights on procurement and supplier performance, highlighting any pipeline or compliance risks

Governance and improvement

13. Keep clear, proportionate records that meet public procurement standards
14. Maintain up-to-date guidance and templates
15. Implementation of the Procurement Act 2023 and associated transparency and reporting
16. Identify and implement improvements to procurement and supplier management processes to ensure proportionate, efficient and effective practice

Working Relationships and Contacts**External Relationships:**

- Suppliers and commercial contacts
- MHCLG Commercial team

Internal Relationships:

- Staff across RSH who initiate or manage procurement activity
- Board Secretary
- Legal colleagues
- Project management colleagues
- Data protection colleagues
- Other members of the Finance team

Core job skills**Qualifications, knowledge, skills and experience**

- A relevant procurement or contract management qualification (e.g. CIPS Level 4 Diploma) or equivalent experience and capability gained in a public sector procurement environment
- Understanding of and ability to apply the Procurement Act 2023 and ability to support its practical implementation across RSH
- Experience delivering procurement activity within a public sector or regulated setting and of providing specialist advice
- Proven ability to work autonomously, manage competing priorities and exercise sound judgement
- Sound knowledge of public procurement processes, thresholds and compliance requirements, with the ability to triage needs and select the appropriate route
- Strong understanding of supplier management, including contract management, performance oversight and relationship management
- Excellent organisational, coordination and planning skills with close attention to detail
- Confident communicator with effective collaboration, negotiation and influencing skills
- Skilled in using procurement or finance systems and maintaining accurate, auditable records

Core job skills

- Ability to analyse procurement and supplier data to identify trends, risks and opportunities for improvement

General Responsibilities

- To adhere to RSH's equality and diversity and equal opportunities policies in all activities and to actively promote equality of opportunity.
- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with RSH Health and Safety policies.
- To demonstrate RSH core values in all working relationships within the workplace
- To work in accordance with RSH Data Protection Policies and adhere to RSH Freedom of Information policies where appropriate.
- To undertake such other duties as may be reasonably expected.