



Be First Job Description

Introduction

Be First is changing the landscape of Barking and Dagenham, contributing to the Council's goal of 50,000 new homes and 20,000 new jobs created over the next 20 years

As part of that Be First is delivering approximately £1bn worth of capital works over the next 5 years ranging from new build houses to roads, bridges, and schools. We require a Procurement Analyst to join us, to ensure we get the best out of what we do.

Job Title: Procurement Analyst

Salary: Guideline Grade 6 depending on experience

Key Role Responsibilities

- Being at the heart of the procurement process across Be First
- Ensuring that Be First operates within its scheme of delegation from our client
- Ensuring that procurement always demonstrates value for money
- Work directly with the owners procurement team to ensure a smooth award of contracts
- Instil industry accepted best practice mechanisms into procurement practices
- Assisting in the award of over £500M of new build contracts in the next 3 year, liaising with the legal, governance and finance times to ensure this is done correctly
- Compiling monthly KPI reports on the progress of the projects being undertaken
- Develop supply chain relationships that reward innovation and good practice and develop a sharing culture amongst the supply chain
- Using KPIs to develop mechanisms to better allocate or tender works as frameworks mature

Reporting to: Head of PMO

Key Skills and Attributes:

- Literate in the use of Microsoft Office, CAD and good knowledge of EDMS systems
- Meets deadlines
- Understanding of the JCT form of contract
- Organises others in the meeting of design deadlines. Demonstrable people management skills
- Understands the RIBA scheme of works design process and the outputs required
- Good knowledge of UK construction best practice

- Good knowledge of OJEU compliance requirements for design partners
- Great communicator. Comfortable speaking to both the client and contractors
- Comfortable in challenging decisions using good reason
- Understands what's best for us as a business, commercial acumen that drives effective decision making
- Able to react to changing requirements. Shows great dexterity in the works they undertake
- Demonstrates a practical approach to problem solving
- APC or SIPS (or well on with working towards)

Training to be provided:

- Appropriate EDMS training
- Excel upskilling training (if needed)

Start Date- June 2019