


JOB DESCRIPTION	
	
JOB TITLE: Procurement Officer	REPORTS TO: Procurement Manager
DEPARTMENT: Finance & Resources	RATE OF PAY: £34,314 - £37,035
LOCATION: Derry / Londonderry, Dungannon or Belfast	
DATE: June 2025	REVIEW DATE: June 2026
ROLE PURPOSE:	<p>To assist the Procurement Manager (PM) to ensure the Association procures its requirements to the highest possible standard and complies with all its statutory duties with regards the purchasing of works, supplies and services.</p> <p>The post holder will contribute to projects within the procurement programme to ensure a timely completion, that is within budget and in line with agreed requirements, specifications and design criteria. This will include supporting tendering, evaluation, contractor negotiations, award processes and ongoing monitoring and reporting on contracts and contractor performance in compliance with all relevant regulations and best practice.</p>
Key Area	Key Activities
<u>Best Practice</u>	<ul style="list-style-type: none"> • Operate and maintain procurement and corporate procedures and systems in line with quality management systems and external agency auditing requirements. • Undertake research and support the implementation of continuous improvement and best practice. • Undertake the development and maintenance of audit records and processes to ensure compliance with relevant quality and regulatory standards, legal requirements, ISO, Customer Service Excellence etc.
<u>Procurement and Compliance</u>	<ul style="list-style-type: none"> • Undertake procurement related matters in accordance with the Associations Procurement Policy & Procedures and in line with all relevant legislation. • Assist in the review / development of procurement policies, procedures and documentation in line with good practice, relevance to the business and compliance with the Procurement Act 2023, NI Public Procurement Policy (NIPPP), the DfC Housing Association Procurement Guide and the Construction Procurement Toolkit. • Maintain accurate procurement files in line with PA23, NIPPP and corporate policies and procedures. • Regularly review and update procurement registers including direct award contract register, procurement plan register, contract register to provide relevant information for Board. • Liaise with the NIHE CoPE / CPD or other specialist procurement / legal advisers as and when required to do so. • Assist the PM in the development and delivery of procurement training. • Assist in the selection / evaluation of suppliers, consultants and contractors. • Undertake the completion of compliance check pre-qualifications, the drafting of tender reports, debrief letters and all Procurement Notices. • Assist the PM in undertaking conditions of participation reviews, tendering, contract award and monitoring of a wide range of contracts. • Contribute to the procurement advice and support to staff across the business. • Provide support and information to challenge and influence procurement practices to ensure value for money.

	<ul style="list-style-type: none"> • Ensure contracts are drafted in line with the appropriate standard form such as the NEC3 or NEC4 suit of contracts or any other contract utilised by the organisation. • Ensure social clauses are incorporated in all appropriate contracts. • Champion sustainability and social value in Apex procurement exercises. • Operate Apex's chosen e-procurement system. • Ensure that contracts are awarded in a legally compliant manner. • Determine contract requirements and establish specifications in collaboration with end users. • Monitor supplier performance to ensure compliance with contractual obligations and Key Performance Indicators (KPIs). • Undertake the notification of outcomes of tenders promptly and, within the bounds of commercial confidentiality, to support the Manager in debriefing successful and unsuccessful parties on the outcome of the tender process to facilitate better performance on future occasions. • Draft procurement reports for Board or Committee approval. • Conduct spend reviews of departments, check that contracts have been procured, identify spends / weaknesses in the procurement audit trail and report on contract expenditure against procured contract values. • Maintain accurate records to ensure full audit compliance and participate where appropriate in external and internal audits. • Assist in providing necessary information and data to allow the association to complete all statutory returns. • Provide the procurement service to any of our partner or subsidiary companies as required.
<u>General</u>	<ul style="list-style-type: none"> • Undertake activities, where appropriate, representing the Association in a respectful and mutually supportive manner to external groups or the general public. • Undertake other delegated duties appropriate to the scope and function of the grade of post including cover duties during periods of absence e.g. sickness, annual leave and required by the line manager. • Immediately declare any conflict of interests / perceived conflict of interests to line management associated with a potential / existing supplier or business arrangement. • Demonstrate confidentiality and discretion in the management of information, pricing, procurement outcomes and negotiations at all times. • Positively and respectfully represent Apex to partners and external groups. • Conduct all activities in accordance with Apex's Health and Safety Policy. • Attend work in a neat, tidy and clean in appearance including their work area/clear desk in line with Apex's Code of Conduct. • Promote and ensure compliance with the Association's statutory Equality Duties. • Undertake and maintain continuous professional development to ensure a best practice, compliant and proactive approach. Including the achievement of professional qualifications.
<u>Miscellaneous</u>	<ul style="list-style-type: none"> • Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work <p>No job description can cover every issue which may arise within the post at various times, this job description is not a rigid or inflexible document but provides guidelines regarding the duties expected while in post.</p>