



Job role title	Commercial Officer
Directorate	Chief Operating Officer (COO)
Team	General Counsel's Office (GCO), Commercial
Reports to	Senior Commercial Manager – Professional Services or Category Manager – Estates & Other

Job purpose

The job purpose is to support the Commercial Team in providing a proactive, professional procurement service to Homes England to support its objectives. These activities include procurement of works, goods and services.

Key responsibilities

The Commercial Officer will be responsible for:

- Delivering transactional and tactical procurements
- Ensuring timely publication of contract notices on FTS and Contracts Finder
- supporting joint procurements with other authorities
- Providing admin and project management support
- Providing access to Procontract or its equivalent to users and manage user queries
- Ensuring compliance with procurement policies, delegations, approval processes within Homes England and across Government
- Contributing to the provision of advice on Spend Controls (when applicable), delegations and approval processes in respect of procurements and disposal decisions
- Supporting the training of Agency wide users of the e-tendering portal or its equivalent to make the best use of the system.
- Managing the sign-up process for other public sector bodies that wish to use Homes England frameworks and enable them to access relevant information and systems. Provide a high-quality customer service to the Agency's staff, suppliers and OPSB on the use of Homes England's e-tendering portal, providing prompt and expert answers to questions around procurement of services
- Responding to queries promptly and professionally to provide support to internal and external users of agency frameworks, and to any enquiries from suppliers on the frameworks. Undertake periodic analysis of recurring themes to support continuous improvement of frameworks and service delivery.
- Providing support to supplier relationship management activities to ensure suppliers are able to participate actively and build a positive working relationship with various teams in Homes England. Coordinate the delivery of bilateral meetings with designated suppliers on an annual basis and arrange

'all framework' meetings to be held once every 6 months for designated frameworks.

- Preparing quarterly reports on the use of the Agency's frameworks to support more effective management of suppliers and to inform future ways of working. Prepare clear advice and recommendations to senior management.
- Supporting and undertaking compliance monitoring activities such as contract transparency, compliance, fraud analysis, disaggregation etc. and produce reports of such activities.
- ensuring the contract register is up to date with newly signed contracts, with contract extensions and variations and with information on the supplier's performance
- updating the cost savings tracker with newly identified saving opportunities and with delivered cashable and non cashable savings

Homes England Employees are expected to be flexible in undertaking duties and responsibilities commensurate with the general character of the role and level of responsibility.

Key qualifications, knowledge and experience

- Procurement professional with experience in public procurement is desirable
- A relevant professional qualification is desirable (MCIPS or equivalent or willing/currently working towards)
- Proficient in the use of Microsoft Office IT products including Word, Excel and PowerPoint

Collaboration and Ambition - working effectively with colleagues across the Agency and external partners to deliver value for money and excellence in procurement.

Risk Management - Proactive in highlighting commercial risks, clarifying them to stakeholders and ensuring they are mitigated where possible.

Values and key behaviours

Homes England colleagues are expected to be flexible in undertaking duties and responsibilities commensurate with the general character of the role and level of responsibility.

The role consistently demonstrates and embeds the values and behaviours in daily work, contributing to a positive and inclusive culture.

