



Creating great homes together

# Role Profile

**Position**

**Contract Manager (Decent Homes)**

**Reporting to**

**Head of Procurement**

## What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- As a key member of the growing procurement team, you will help shape the future of our specifications, contracts, and tenders, enjoying extensive collaboration and great visibility for you and your work.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

## What you are known for

- This is a critical role supporting the Magna standard and E2E strategic asset management agenda.
- Understanding what constitutes a decent home and the components within alongside the regulatory requirements and lifecycles.
- Ensuring warranties are executed accordingly alongside the aftercare officer, development managers and response teams.
- You will be known for achieving value for money and developing partnerships and networks by eliciting and understanding both the internal requirements and external resource and supply capabilities.
- You will be known for standardising our specifications for components and statements of work reflecting Decent Homes and the Magna Standards.
- Providing fair and robust challenge to stakeholders to drive compliance to common standards.
- Offering strategic direction, instituting best practices, and implementing and embedding a sustainable solution to asset procurement.
- Implementing strategic asset management and promoting a fix first time culture.

## What you take care of

- Developing and maintaining the Decent Homes Specification for components and supplies for Magna wide use. Ensuring one way of working and consistency of components E2E.
- Developing specifications with key stakeholders in asset managing departments, then providing these to and agreeing route to market and tender plans with the Procurement Business Partner.
- Scoring and assessing tender submissions as part of a scoring panel.
- Drafting contracts ahead of procurement activity, managing the final development and signature post procurement.
- Providing technical expertise to the Procurement Business Partner and other stakeholders.
- Ensuring the component lifecycles are understood and costed to retain a planned rather than unplanned way of working.
- Ensuring that all contracts are accurate and relevant documentation is correct and updated when necessary.
- Building and maintaining good relationships with clients and suppliers, obtaining best value and seeking opportunities to be part of larger frameworks where possible and appropriate.
- Developing procurement plans and tenders to fit the schedule of works for planned and cyclical works.
- Identifying ways to increase efficiency and improve productivity.
- Corresponding with external stakeholders and being part of and leading on partner activities as required
- Compiling and delivering presentations to stakeholders, networks, and suppliers.

- Collecting and collating data for forecasting, planning, and evidence for benefits realisation purposes.
- Regularly visit all sites within your control, checking on programme and progress and the standard and quality of work.

## **What you need to be successful**

- Proven experience in a comparable role in a professional environment.
- Contract drafting and/or management experience.
- Excellent problem-solving skills and analytical abilities.
- A broad understanding of procurement processes and requirements of public sector organisations  
Experience of working on procurement change projects would be beneficial.
- Broad range of experience working as a contracts and procurement specialist, with a comprehensive knowledge across the following areas:
  - Business requirements mapping.
  - Creating tenders and options papers.
  - Developing a suite of specifications.
  - Contracts and sector resource management.
  - Working closely with senior leaders, networks, and suppliers at national levels.

## **Qualifications required**

**Applicants with transferrable skills are encouraged to apply.**

- Advantageous qualifications include degrees in construction, business administration, or fields related to contract interpretation and comprehension, such as law. Additionally, industry-specific training that typically includes health and safety training.

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