

Job Title:	Assistant Framework Manager
Reports to:	Framework Manager
Based at:	Agile Working, but will require 2-3 days per week based at Collaboration Works, Carbrook Sheffield, S9 2JE
Salary:	£24k – 34k plus benefits (dependant on qualifications and experience)

JOB PURPOSE

The Assistant Framework Manager will assist the Framework Managers on a day-to-day basis to ensure the smooth running of the Framework and call off process. The role would ideally suit an individual recently qualified to NVQ level 6 in a construction related discipline, or a qualified to NVQ level 3 with 2 or more years of demonstrated experience.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Procurement Management

- Assisting the Framework & Procurement managers in facilitating procurements / call offs from frameworks for supplies and works in line with the relevant Procurement Legislation, Public Contract Regulations and Framework Conditions. This includes assisting with the drafting and development a tender documentation, undertaking procurement evaluations and preparing contracts.
- Support where necessary the application and onboarding process of contractors onto our Dynamic Purchasing Systems.
- Assist with the review and critique technical specifications and pricing schedule to help ensure delivery of a contract that meets the Members requirements.

Data Collection and Analysis

- Manage the data collection system including but not limited to training, guidance, administration, invoicing spreadsheets, KPI's, invoice collection from contractors/ clients, CRM and electronic ordering systems.
- Ensure that data on the framework is accurately collected, updated, analysed and reported in a timely manner and take appropriate action.
- Use and analyse system data to track framework turnover and pipelines, create invoice trackers, etc. Review delivered costs against procurement targets, identify potential efficiencies and develop benchmarks.
- Analyse savings and efficiencies and assist in preparing customised member reports on an annual basis for benchmarking purposes.

Framework Management

- Supporting the Framework Managers in the collection and review of account management data and preparing account management reports.
- Assisting in undertaking 'call-offs' under the frameworks.
- Providing advice on frameworks options and on contractual matters.
- Liaising with contractors, clients, and suppliers over framework issues.
- Prepare and agree with Members and Contractors/Suppliers appropriate systems – following internal processes - to monitor/cost and claims and enable the Company to recover income. This includes but is not limited to invoicing, late debt provisions, and CreditSafe.
- Support the framework team to complete audits in line with framework agreements.
- Support the delivery of ENHL's Core Group events.
- Assisting with ESG Policy implementation.
- Utilising annual inflation mechanisms and supporting the processes around these.

YOUR TIME WILL INVOLVE

- Preparing expressions of interest and invitations to tender for mini competitions from frameworks
- Developing selection models for direct awards from frameworks
- Evaluating tenders, direct selection models and material supply information to advise members upon the optimum selection proposals
- Assisting with managing DPS admission procedures
- Administering systems to collect members' transactional data to allow the company to administer income charges on a regular basis
- Monitoring and reporting efficiencies and savings
- Monthly CreditSafe reporting to the Head of Operations
- Collecting and analysis of KPI data
- Filling out and publishing, where required, notices under transparency requirements of current and future procurement legislation.
- Minuting minutes as required. This may include, but are not limited to: Team, Pipeline, Progress and Account meetings.
- Working alongside other teams to promote the wider business and showcase achievements for the purpose of business development and marketing.
- Take on responsibility for personal development, including attending webinars, self-guided learning and networking, as well as completing all mandatory training as required.
- Any other related duties as required by your line manager

KNOWLEDGE, KEY SKILLS AND EXPERIENCE REQUIRED

Person Specification		
	Essential	Desirable
Qualifications and Training	A Construction Qualification at Level 6; or a Construction Qualification at Level 3 plus 2 or more years relevant experience	
Experience/Knowledge	An understanding of the preparation of tender documentation, specifications, pricing documentation and contracts	An understanding of the preparation of tender documentation, specifications, pricing documentation and contracts i.e. JCT, NEC in the construction sector
	A basic understanding of relevant procurement legislation and the legal principles of public sector procurement	A proficient understanding of the Public Contract Regulations through the management of compliant public sector procurement processes
		Strong commercial acumen relating to the construction sector
	Excellent administration and data entry skills, alongside proficient analytical skills, numerical skills, and a high attention to detail.	
	Strong written and oral communication skills	
	Strong IT skills, fully proficient in the use of Microsoft Office Suite and cloud-based management systems with a particular focus on Excel.	
	A willingness to develop construction and pricing knowledge, with a view to undertaking negotiations, and understanding different commercial cost models / modelling.	
		Full, current driving licence and use of a car which is insured for business use

YOUR REWARDS

We offer generous annual leave, health care, life insurance, attractive pension options, flexible working, employee support programme, electric vehicle salary sacrifice scheme inclusive working environments and much more to support a healthy work/life balance.