

Job Title:	Framework Manager
Reports to:	Principle Framework Manager
Based at:	Agile Working, but will require 2-3 days per week based at Collaboration Works, Carbrook Sheffield, S9 2JE
Salary:	£52k dependant on qualifications and experience, plus comprehensive benefits

JOB PURPOSE

As a Framework Manager you will be expected to lead frameworks on behalf of our client members.

You are required to provide excellent service to members of the consortia through the efficient management of procurement processes in order to appoint contractors and suppliers to improvement and maintenance contracts (predominantly construction.)

You will deliver an innovative and value-for-money procurement service by embedding category strategies and focusing on the needs of internal and external stakeholders.

Additionally, you will familiarise and be able to advise members of their obligations and requirements under various standard forms of Construction Contract including, but not limited to, JCT and NEC suites.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Responsible for carrying out spend analysis reviews with members in order to identify and develop savings opportunity assessments, undertaking benchmarking where possible to support this.
- Maintaining the procurement pipeline for the accountable category area. Liaise with key stakeholders within the business divisions, and ensure the pipeline is continually reviewed to ensure it remains consistent with the strategic aims and objectives of the business and of any significant development in the respective supply markets.
- Plan and monitor workloads against the teamwork plans and ensure all activity is effectively resourced and carried out efficiently and compliantly.
- Liaise and work collaboratively with the Procurement Manager to identify and develop frameworks according to member needs and procurements that support the business plan.
- Lead and advise on framework call off methodology to support members.
- Drive operational efficiencies, improve customer service and, where appropriate, lead on the production of corresponding business cases.
- Develop and maintain effective relationships with members and their stakeholders.

- Keep abreast of developments in key supply markets and establish senior management relationships with Framework contractors/suppliers.
- Accountable for promoting and embedding ESG strategy in framework contracts and the ongoing management of these initiatives, supporting the ESG manager where required.
- Undertake additional duties appropriate to the role and/or grade.

YOUR TIME WILL INVOLVE

Working with the Framework Team, including overseeing:

- Expressions of interest and invitations to tender for mini competitions from frameworks.
- Developing selection models for direct selections from frameworks.
- Developing scheme cost models and benchmarking data.
- Evaluating tenders, direct selection models, and material supply information to advise members of the optimum selection proposals.
- Arranging and attending scheme kick start meetings with members, suppliers, and contractors.
- Using web-based systems in the management of mini competition processes.
- Using web-based systems to set up schemes for transacting works.
- Maintaining catalogue data for web-based systems use.
- Arranging and participating in Framework Management Events.
- Interpreting member training and coaching needs on a best-fit basis.
- Undertaking benchmarking.
- Participating in Framework Management events and EN:Connect.
- 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 6+ years relevant experience	
Experience/Knowledge	Knowledge of Public Procurement and proven experience of working within it	
	A detailed understanding of the preparation of tender documentation, specifications, pricing documentation and contracts	

	Significant Procurement experience gained within the Construction Industry	
		Experience of working in a complex and changing environment
		Demonstrable experience of supplier selection, negotiation, complex contract management, and delivering cost and saving targets
	Good project management and decision-making skills	
	Strong commercial acumen	
	Good customer focus with strong communication and influencing skills	
	Demonstrable experience and knowledge of contracts	
	Strong commitment to, and proven experience of, undertaking CPD	
	Experience of managing a team	Experience of leading a commercial/procurement team
	Good understanding of building technology	
	Strong IT skills, fully proficient in the use of Microsoft Office Suite and cloud-based management systems	A detailed understanding of the use of Excel (or similar) to manage wide ranges of data and provide meaning management information
	Full, current driving licence and use of a car which is insured for business use	

COMPETENCY PROFILE

The table below summarises the competency profile for this role and is to be read in conjunction with the Competency Matrix.

Competency Profile					
Teamwork	D	Planning and Organising	D	Communication	D
Leadership	D	Continuous Improvement	D	Influencing	D
People Development	D	Dealing with Change	D	Professionalism	D

Achieving Results	D	Customer Focus	D		
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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.