

Your Job Description

At Moat, you'll embrace our vision, our professional standards, and behaviours wholeheartedly and uphold our values, actively contributing to our culture that is open, effective, customer-driven and driven by curiosity.

Who we are

We're a sector leading Housing Association, offering hybrid working, competitive pay and a supportive environment.

Our vision is to lead as a customer pioneer, driven by outside-in thinking, and dedicated to delivering an exceptional customer experience. We value every colleague and every team and want to support you in being the best you can be.

How we work

Our values and the way we behave form the cornerstone of our journey to achieving our purpose of 'opening doors to better lives' for our customers and our vision to become Customer Pioneers. Our standards and behaviours support our values and they provide clear expectations about how we behave and work as Moat Housing Professionals. You can find these below and the full behaviour framework is available on our website.

Be the Change

Be flexible and adaptable to change, sharing ideas and focusing on solutions.

Our Standards

Be inclusive
Be a leader

Our Behaviours

Be adaptable
Be smart working

Better Together

Set high standards, working together and welcoming every opportunity to learn and improve.

Our Standards

Be knowledgeable
Be skilled

Our Behaviours

Be collaborative
Be smart working

Own it

Take personal responsibility for making things happen and seeing things through.

Our Standards

Show integrity
Be ethical

Our Behaviours

Be empowered
Be accountable

Lead by Example

We work hard for our customers and take pride in making a difference to their lives.

Our Standards

Be an advocate

Our Behaviours

Be supportive
Be nurturing



We recognise the significance of equality, diversity, and inclusion (EDI) in achieving success, and we're fully committed to being genuinely inclusive in everything we do. As a Moat Housing Professional, we expect you to show strong commitment to our approach to EDI and to our health and safety, compliance, and code of conduct policies and practices.

Who's in my team?

Team	Procurement
Line Manager	Head of Procurement
My direct reports	Procurement Assistant
Updated	December 2024

What's my role?

To work with staff at all levels across Moat, suppliers, customers and other stakeholders as required to provide an effective procurement service which enables the delivery of quality services which provide value for money to those affected by Moat's operations.

What am I accountable for?

- Acting as the procurement lead for specified business area.
- Working closely with key stakeholders, developing and building professional relationships to effectively plan procurements which align with business requirements and organisational strategy.
- Ensuring the timely and appropriate delivery of procurement projects which comply with Moat's obligations under procurement legislation.
- Undertaking all responsibilities required to implement procurement strategies, including the administration and management of procurement tender processes, publication of required information and updating of the contracts register.
- Supporting business areas in the development of robust specifications, including leading market engagement activity and supporting customer engagement.
- Leading and advising in relation to non-technical aspects of procurement, including the development of evaluation methodologies designed to deliver quality and value, alongside robust and appropriate contractual arrangements, KPIs and other contract management tools.
- Carrying out supplier reviews/health-checks, cost benchmarking, spend analysis and service assessments to drive best value in all areas.
- Providing procurement advice to departments across Moat in relation to contractual and commercial issues.
- Promoting the delivery of social value initiatives through creative approaches in procurement processes.
- Supporting the administration of all procurement functions, including Supplier Verification processes, AMG and other committee reports, and management of the e-tendering portal.

- Supporting the review and development of key procurement tools and resources, particularly those associated with legislative changes.
- Designing and delivering training, presentations, workshops and other events to develop competencies in procurement for internal staff, customers and suppliers where appropriate.
- Working alongside the Head of Procurement to develop, manage, implement and embed procurement policies and procedures in line with best practice and legislative changes.
- Deputising in the absence of the Senior Procurement Partner
- Supporting the management of complaints in line with our policy and the Housing Ombudsman Complaint Handling Code. This will include collecting data so appropriate and proportionate resolutions can be recommended and accurate record keeping.
- To carry out any other duties consistent with the post that may be required from time to time, at the discretion of the line manager.
- Keeping accurate records and manage all data in accordance with our Data Governance Framework, relevant legislation, and best practice. You must also understand and fulfil your responsibilities as set out in this framework.
- Carrying out my work in line with our:
 - Professional standards, reflecting our values and behaviour framework
 - Policies, procedures, and code of conduct
 - Commitment to equality, diversity, and inclusion
 - Health and safety responsibilities
 - Confidential reporting (whistleblowing) policies

What do I need?

Entry Requirements:

- Member of the Chartered Institute of Purchasing and Supply: minimum CIPS Level 4 (or working towards) or 3-4 years' previous relevant experience
- A good working knowledge of contract law and contract management
- Working knowledge of public contract legislation and procurement practices
- Demonstrable experience of leading varied procurement tender processes supported by 1–2 years practical experience, preferably within the housing sector
- Experience of supporting successful supplier negotiations

Proficient Requirements:

- Member of CIPS Chartered Institute of Purchasing and Supply – Level 6 (MCIPS)
- Comprehensive experience of the practical application of contract law and contract management
- Comprehensive knowledge of public contract procurement legislation and compliant procurement practices, supported by 3 – 5 years' practical contract procurement experience.
- Ability to facilitate successful supplier negotiations and offer contract management support (where required).
- Skilled in delivering presentations and training