



Procurement Contract Officer

About Us

We're growing fast – as Newham's housing delivery company Populo Living Group has built just under 1,000 homes and has a pipeline of several thousand more to come. We manage over 500 private homes, in addition to over 250 affordable homes via Populo Homes, our registered provider subsidiary. Our developments range in size from small infill to large scale sites, including the reimagining of the Carpenters Estate in Stratford, one of the most exciting regeneration projects in the UK. We are committed to building more and better homes for the residents of Newham, including high proportions of affordable homes.

The role

We are seeking an experienced and detail-oriented Procurement Contracts Officer to join our team, supporting the procurement and contract administration for our company operations including residential development projects and asset management. The ideal candidate will have strong knowledge of construction and consultancy contracts and procurement processes, with a focus on residential development. You will play a key role in managing contracts, vendor relationships, and ensuring compliance with legal and regulatory requirements, all while helping to ensure the smooth execution of large-scale residential projects.

Key responsibilities

Contract Management:

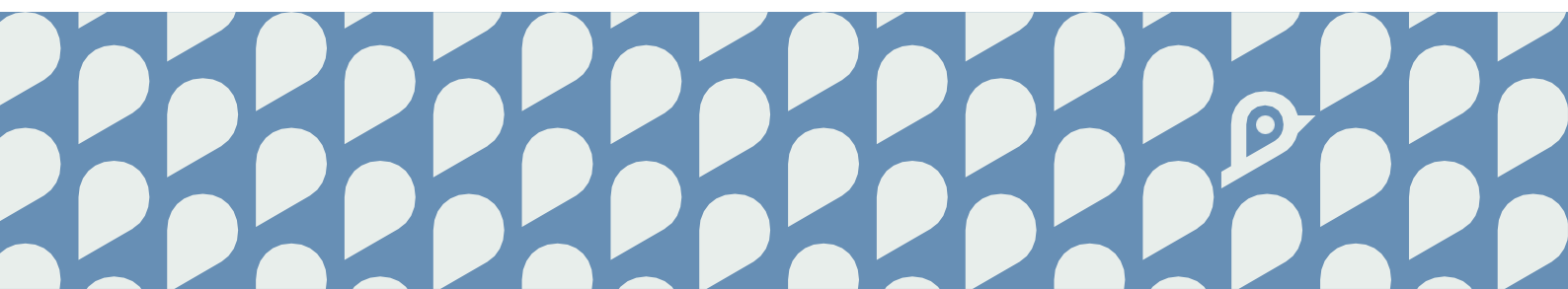
- Support the drafting, review, and negotiation of procurement contracts for all company operations.
- Ensure all procurement contracts are aligned with company policies, regulatory requirements, and industry best practices, including construction contracts, subcontracts, and service agreements.
- Manage contract modifications, extensions, terminations, and renewals to ensure they align with project timelines and requirements.

Vendor and Supplier Management:

- Develop and maintain positive working relationships with vendors and suppliers to ensure the timely delivery of materials, services, and construction-related needs.
- Ensure vendors are meeting contract obligations, including KPI performance, quality standards, and timelines.

Procurement Strategy and Planning:

- Work closely with internal stakeholders to understand the procurement needs of each department.
- Assist in developing procurement strategies for construction materials, subcontracted services, and long-term operations.





- Identify opportunities to optimize procurement processes, reduce costs, and enhance project delivery timelines.

Risk Management and Compliance:

- Identify and manage risks related to procurement contracts, such as delays, cost overruns, and non-compliance with terms.
- Ensure that all procurement activities and contracts comply with relevant Procurement Regulations, as well as industry standards in construction and real estate development.
- Advise internal stakeholders on risk mitigation strategies and legal considerations related to contracts and procurement.

Contract Reporting and Documentation:

- Maintain accurate and organized records of all procurement contracts, vendor communications, and related documents.
- Provide regular reporting to senior management regarding procurement contract status, performance, budget impacts, and potential risks.
- Ensure timely and accurate documentation of contract execution and amendments for audit and compliance purposes.

Construction Contract Negotiation:

- Support the negotiation of contracts with general contractors, subcontractors, and suppliers to ensure favourable terms for the company while mitigating project risks.
- Support dispute resolution processes and negotiate settlements or amendments when necessary.

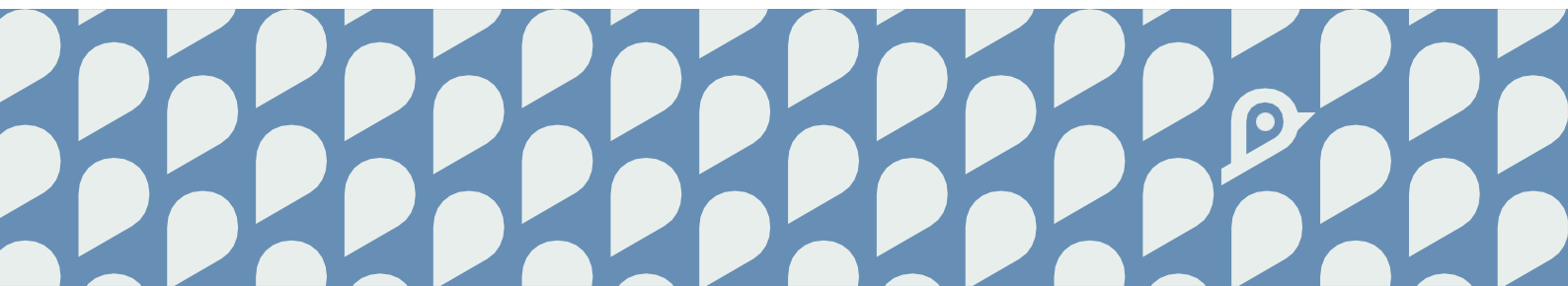
Collaboration with Legal and Financial Teams:

- Work with the legal advisors to ensure that contracts are legally sound and protect the company's interests.
- Collaborate with finance teams to ensure procurement processes align with the overall project budget, payment terms, and financial goals.
- Assist in resolving any contract-related payment or performance disputes with contractors and vendors.

Monitoring and Performance Evaluation:

- Monitor the performance of contractors and vendors against contractual obligations and address any issues related to quality, delays, or cost overruns.

Assist in preparing and executing post-project evaluations to assess vendor performance and compliance.





Role competencies

Qualifications:

- Bachelor's degree
- Working towards or holding CIPS Level 4, or other relevant professional qualifications/experience commensurate with the role.
- Proven experience in leading procurement projects and managing the entire procurement life cycle, from pre-market engagement and tender processes to contract award and management, with minimal supervision.
- Experience with contract management software and procurement tools preferably In-Tend.

Preferred Skills:

- Experience with Build-to-Rent projects or other large-scale residential development.
- Familiarity with regulatory requirements in the residential development sector.
- Legal or contract certification (e.g. CPCM, CIPS, MRICS, or similar).
- Strong knowledge of sustainability standards and green building certifications, particularly in the residential development sector.

Skills and attributes

- Good management skills, with experience working with project teams.
- Good presentation and written communication skills.
- Knowledge of commercial negotiating and influencing skills.
- Good organisational skills and be very focused on communication with good people skills and a proactive approach.
- Able to cope with a high degree of ambiguity and change.

Personal style and behaviour

- Commercially astute and delivery focused.
- A strong focus on Social and Environmental factors
- Politically aware and emotionally intelligent.
- Personally, credible with a professional demeanour that generates trust and confidence.
- Organised and leads by example and possesses a high degree of integrity.
- Self-starting and independent whilst being able to work collaboratively.
- Sets themselves and others challenging but achievable objectives.
- Challenges and confronts conflict, brokering solutions to achieve goals.
- Looks to the future – can see links and opportunities that others might miss.
- Able to work in a manner that is consistent with the organisation's core behaviours and values.
- Friendly and sociable.

