

## JOB DESCRIPTION



<b>JOB TITLE:</b>	Framework Regional Manager
<b>RESPONSIBLE TO:</b>	Head of Frameworks
<b>RESPONSIBLE FOR:</b>	N/A
<b>DEPARTEMENT/ SECTION:</b>	Resources
<b>SALARY (£):</b>	G13

### MAIN PURPOSE OF THE JOB

Adra have recently formed a new Wales wide Materials Framework, Ffrâm24 for the supply of building materials to the public sector across Wales, the new framework is fully endorsed and supported by the Welsh Government and will replace the framework they currently have in place. The framework will run along the existing highly successful framework for the provision of a Managed Service solution for the supply of building materials and associated products which Adra manages. As Framework Regional Manager, you'll be reporting directly to the Head of Frameworks.

The frameworks are open to all public sector contracting authorities throughout Wales including Local Authorities, Social Housing Providers, Emergency Services, Education throughout Wales.

The framework has huge potential to grow and offer significant benefits and efficiencies by working collaboratively with a considerable number of suppliers, existing, and new members. You will be an integral part of this, highlighting areas for improvement and efficiencies across the Framework and identifying new opportunities for growth. The relationships that you build between Ffram24 and other members (Housing Associations and other public sector bodies) will create a platform for future partnerships.

#### **What you'll do**

You'll be an ambassador for the framework across Wales, focusing mainly on the South Wales region. Embracing its values and ambitions, working with and responsible for ensuring that, all members are benefiting to the full extent from the framework.

Production and review of commercial and performance data for Framework members under your remit.

You will assist in ensuring that the framework is financially viable by delivering growth which will in turn bring additional, new income into Adra by way of a framework fee.

You'll represent the framework at various events and workshops across Wales.

Work under the direction of the Framework Manager to implement and deliver the long-term plan for the framework.

You'll work collaboratively at a strategic and operational level within the framework, fostering positive relationships, with a focus on adding value and delivering efficiencies.

You will embrace and contribute to the frameworks growth ambitions by developing new working relationships.

You'll assist or lead as required on the operational implementation of any new call off contracts under the framework.

You'll maximise the social value impact of the framework in collaboration with Suppliers and the framework Members.

You'll work alongside the communication team within Adra to support communication plans, maximising the use of social media to raise awareness and profile of the Framework.

### **What we're looking for**

We are looking for a Framework Regional Manager to join our ambitious team to ensure the framework delivers on the ambition, and provides significant benefits and opportunities.

You will build on our reputation as an innovative and community focused housing company. You'll have a social heart and a sharp commercial mind.

To be successful, you will excel in delivering efficient, effective and innovative services and have excellent business development skills.

You'll have a natural ability to develop new working relationships at senior and operational levels that ultimately lead to new opportunities for the framework.

You'll be a confident and well organised individual with great communication skills to maximise opportunities.

With relevant experience you will have an established track record of working and delivering results in a similar environment.

You will need a consultative 360 approach that supports various skill sets and working on projects from cradle to grave.

You will have a strong ability to work on your own with an exceptionally high levels of drive, motivation and tenacity

The role covers South-Mid Wales, so travel will be essential. Our head office is located in Bangor, Gwynedd and you will need to attend the office on certain occasions.

## **KEY RESPONSIBILITIES**

### **Performance**

- Act as the key contact for the operational performance and management of the framework within your region, attend meetings as required, respond to all requests, and resolve any issues that could affect the overall performance of the framework.
- Deliver a service that demonstrates high levels of performance, cost effectiveness and value to the members.
- Undertake annual health-checks and value driven proposals for framework members, highlighting opportunities for improvement and efficiencies.
- Manage and monitor supplier framework performance and collaboratively support processes for any possible improvements.
- Produce clear and concise reports for the Head of Frameworks.
- Always strive to improve satisfaction and raise standards.
- Ensure that framework contractual obligations are met.
- Demonstrate and Implement Health, Safety, Quality and Environmental (HSQE) excellence.

### **Partnership working**

- Arrange and deliver annual value engineering workshops across the framework members in your region.
- Negotiate terms on any new or large-scale purchases on behalf of members of the framework.
- Contribute to target setting and assist on forecasting and monitoring of the framework spend.
- Highlight and work with the framework members to identify areas of improvement and efficiencies.
- Work in partnership with the relevant representatives of appointed suppliers, fostering excellent working relationships focusing on the values of the framework.
- Gain an understanding and appreciation of framework members and suppliers business models at an operational level, ensuring that the service delivery model is fit for purpose.
- Ensure the Social value clauses are realised and an innovative, and where possible, collaborative approach in terms of delivery is adopted.

### **Growth and Development**

- Attracting and securing new members to the framework and thus contributing to securing the full potential of the framework under the direction of the Head of Frameworks.
- Assist in the delivery of significant growth in terms of membership and spend via the Framework.
- Actively market and raise awareness of the framework throughout Wales.
- Identify and deliver further spend opportunities with the members, in particular sub-contractor and specification work.
- Play a crucial role in the delivery of a 12 month plan for growth & targets.
- Identify areas for further collaboration between members.
- Adopt a proactive approach to the long-term material requirements of members, with a particular focus on the decarbonisation of construction as a whole.

No job description can cover every issue which may arise within the role at various times. In order to maintain an effective service, you may be required to undertake any other reasonable tasks, which is broadly consistent with those in this document as determined by your Director.

<b>PERSON SPECIFICATION</b>		<b>ESSENTIAL/ DESIRABLE</b>
<b>QUALIFICATIONS</b>		
Professional management qualification (degree level or equivalent) or considerable demonstrable management experience		E
<b>EXPERIENCE, KNOWLEDGE AND SKILLS</b>		
Knowledge and experience of large-scale materials procurement.		E
Knowledge, experience and understanding of public sector procurement.		E
Technical knowledge of materials supply via a public sector framework agreements.		D
Track record of project management success		E
Experience of fostering new working relationships at a senior level that have led to new business opportunities		E
Experience of driving performance improvements, operating within a performance management culture.		E
Minimum of 2 years' experience of delivering similar services		E
Experience of growing the membership and spend of public sector framework agreements.		D
Proven track record of maximising the social value benefits of contracts		D
Ability to provide technical and performance expertise and advice in relation to the supply of materials		E
Demonstrate motivational and inclusive skills		E
Proven ability to negotiate on large scale material purchases		E
Ambitious and adaptable, with a willingness to embrace new challenges		E
Ability to prepare and present complex statistical and technical data		E
Strong presentations skills and ability to communicate information to a wide range of stakeholders using a variety of methods		E
To be fully IT literate and proficient in Microsoft packages		E
Commitment and contribution to a service delivery plan and objectives		E

Ability to demonstrate decision making	E
Full clean, valid driving licence and access to own vehicle	E
Able to use and correctly interpret any information in both Welsh and English from a wide variety of sources.	D