NI INTERCHANGE SCHEME

# Hosting Opportunity Proforma

Northern Ireland Assembly

Name of Host

Organisation

**1. Interchange Manager’s details**

Cathy McGowan

Name

Organisation/

Northern Ireland Assembly

Department

Room 402,

Parliament Buildings

Stormont Estate,

Ballymiscaw,

Belfast, BT4 3XX

Address

Telephone Fax number

028 90 5 (21845)

Number

Cathy.mcgowan@niassembly.gov.uk

E-mail

Type of Opportunity

Procurement Manager – Assembly Grade 5 (DP or analogous grades)

Secondment Opportunity – for an initial period of 6 months with the possibility of an extension; subject to agreement by all parties.

**2. Details of hosting opportunity**

Description of opportunity

The Northern Ireland Assembly Commission is the corporate body established under Section 40 of the Northern Ireland Act, to ensure that the Assembly is provided with the property, staff and services required for the Assembly’s purposes.

The Procurement Office is within the Legal, Governance and Research Directorate and forms an integral part of the Assembly Secretariat by providing professional purchasing expertise. The post holder will jointly assist the Head of Procurement providing professional procurement expertise to the Secretariat and managing the team, meeting the needs of internal customers including the Secretariat Management Group and the Assembly Commission in support and advisory capacities.

Cont:

The range of expertise and services provided by the Procurement Office include:

1. Provision and maintenance of procurement policies and procedures to be applied across the Secretariat,
2. Expertise in interpreting, negotiation and finalisation of purchasing contracts with a value of more than £30,000,
3. Support for Secretariat business areas to manage, monitor, evaluate and review supply and service contracts to ensure quality, value for money and compliance to contract terms and conditions.

Main objectives of the opportunity

Procurement

* To develop procurement and contract strategies in accordance with statutory and policy requirements (including the incorporation of sustainability aspects);
* to provide a high quality, effective and professional procurement service which delivers value for money solutions for the Assembly Commission;
* to provide advice on public procurement policy and legislation;
* to manage and lead staff to successfully deliver agreed objectives;
* to effectively manage resources to meet business objectives;
* to be fully conversant and lead the utilisation of e-procurement technologies, in particular those systems deployed by the Assembly Commission i.e. e-sourcing and e-evaluation and interface with the purchase to pay systems;
* to engage with relevant industry groups and representatives to improve market knowledge;
* to undertake the procurement advisor role in complex and strategic procurement projects working in conjunction with client teams and external advisors;
* to effectively manage corporate and project specific risks in accordance with best practice techniques;
* to provide support to Secretariat business areas to manage, monitor, evaluate and review contracts to ensure quality, value for money and compliance to contract terms and conditions;
* to support and assist the Head of Procurement in the provision of a contract management service ensuring compliance across the Secretariat including involvement in contract reviews where the contracts are managed by lead buying areas and subsequently manage debriefing;

Cont

* to support and assist the Head of Procurement in the engagement of external interests and potential contract / supplier organisations in procurement information seminars to alert them of forthcoming procurement exercises and the service requirements of the Assembly business areas and subsequently ensuring a customer focus is maintained and Assembly Commission Customer Service Standards and Values are adhered to at all times;
* developing and maintaining regular and effective communication with clients, particularly via the procurement liaison officer role;
* to work with the Head of Procurement and the Director in ensuring the provision of Procurement Office assistance to internal stakeholders, to support the identification of the best method to meet the procurement need and advise and support Secretariat business areas on all aspects of procurement including business case development, specification writing, sourcing issues, competition protocols and risks and contract management; and
* to support the Head of Procurement in the provision of Procurement Office support for Secretariat business areas with contract risk management tools and provision of stewardship statements in compliance with best procurement practice to ensure probity, efficiency, value for money and compliance with the Assembly Commission’s legal obligations.

Performance Management

The post holder may be responsible for the management of a procurement team and on these occasions will be required to set, agree and monitor performance against agreed targets in accordance with Assembly Commission HR policies and procedures. The post holder will be required to:

* develop teams and individuals to encourage innovation, improve performance and meet business objectives;
* plan, allocate, monitor and evaluate work carried out by the team and individuals;
* identify training needs for individuals and self to ensure that skills necessary to carry out specific roles are maintained to a high standard; and
* identify and manage incidences of poor performance to ensure a high standard of service delivery is met.

General

* To deputise for the Head of Procurement as appropriate.
* To provide assistance to the Head of Procurement in his monthly assurance to the Director of Legal, Governance and Research Services and quarterly assurance to the Clerk/Chief Executive that all projects to develop, implement and monitor strategies are being managed, to the expected standards and targets.
* To support and provide assistance in overseeing the management of financial, manpower and IT requirements of the Procurement Office to maintain continuous improvement of service levels and standards including determining, bidding, controlling and evaluating effective use of Assembly Commission resources.
* To identify and organise training requirements for the Procurement function and as appropriate other Secretariat staff to achieve acceptable competency levels to deliver services in this area
* To develop process mapping to provide key process guidance.
* To provide support to the Head of Procurement in the interface between the Assembly and external customers through provision of information including Assembly Questions and Freedom of Information requests in relation to procurement services.
* To encourage and maintain professional membership of The Chartered Institute of Purchasing and Supply and attend as required by the Head of Procurement, the NI Public Procurement Practitioners Group, and Parliamentary Procurement Forum.
* To comply with the Assembly’ Commission’s Equal Opportunities and Dignity at Work policies and procedures.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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**3. Skills requirements**

What qualities, skills and experience are required from the individual

Applicants must have:

Corporate Membership of the Chartered Institute of Purchasing and Supply (MCIPS). Applications will also be considered from applicants who have membership of accredited procurement organisations considered to be equal to MCIPS

**and**

at least 2 years’ experience in the following areas:

1. leading and managing procurement exercises with individual values greater than £100,000;
2. policy, business case and specification development in professional support, understanding and defining of a client’s needs. This should include advising clients, at a senior level, on business cases, specifications, procurement strategies and risk management;
3. advising and application of the Public Contracts Regulations 2015 and other relevant statutory and legal/ compliance requirements;
4. applying electronic means of delivery within procurement and in particular e-sourcing, e-evaluation and purchase to pay; and
5. monitoring and improvement of service delivery to clients.

**Or**

at least 5 years’ experience in the following areas:

1. leading and managing procurement exercises with individual values greater than £100,000;
2. policy, business case and specification development in professional support, understanding and defining of a client’s needs. This should include advising clients, at a senior level, on business case, specification, procurement strategies and risk management;
3. advising and application of the public procurement regulations and other relevant statutory and legal/ compliance requirements;
4. applying electronic means of delivery within procurement and in particular e-sourcing, e-evaluation and purchase to pay; and
5. monitoring and improvement of service delivery to clients.

**4. Who will the individual report to?**

This post reports to the Director of legal Governance and Research Services

Who will be the individual’s line manager and/or reporting officer?

As above.

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

This is an opportunity for someone within the wider public sector who would like to work in a busy Procurement office to further develop their knowledge and skills.

The Secretariat will benefit from the provision of procurement advice, as well as from the different perspectives and experiences of an individual from another organisation.

Your organisation will benefit as you will extend your knowledge of the application of Procurement in another organisation.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date**: This is for an immediate start.

**Duration**: Initially for a period of 6 months but with a possible extension with the agreement of all parties

**Salary Scale**: £43,301 - £44,608. NI Civil Service staff will transfer at their current rate of salary.

**Location**: The Procurement Office is located on 4th Floor of Parliament Buildings, Stormont Estate, Ballymiscaw, Belfast, BT4 3XX.

**Resources**: This post is office based and all resources will be provided.

**Selection**: A paper sift will be used to determine the most suitable applicants for the post. If necessary, an interview may be carried out. It is important that all applicants indicate how, and to what extent they meet the skills requirements qualities above.

**Closing Date**: Applications must be submitted by 5.00pm 22 March 2019 as follows:

**For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)

**For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)

**7. Endorsement**

**Interchange Manager**

Cathy McGowan

Signed

11 March 2019

Date