**NI INTERCHANGE SCHEME**

# Hosting Opportunity Proforma

Lisburn & Castlereagh City Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Emma Woods

Name

Organisation/

Lisburn & Castlereagh City Council

Department

Lagan Valley Island

Lisburn

BT27 4RL

Address

N/A

02892 447317

Telephone Fax number

Number

Human.Resources@lisburncastlereagh.gov.uk

E-mail

Type of Opportunity

**Strategic Procurement and Contracts Manager**

**Fixed term – 2 years**

**2. Details of hosting opportunity**

Description of opportunity

**Terms and Conditions**

The officer will be expected to work 37 hours per week on a flexible basis. The terms and conditions of employment will be those set out in the NJC National Agreement on pay and conditions of service.

Purpose of the Post

As a member of the Service Transformation Directorate the post holder will be required to:

* *Act as Lead Officer in the Development of a Strategic Procurement Plan for the Council;*
* *Introduce robust management of innovative commissioning methodology and processes as well as ensure all commission rules and responsibilities are reflected in a review of the Council’s governance documentation.*
* *Advocate and implement the principle of end to end service commission to contract management;*
* *Build the capacity of the organisation to deliver improved commissioning outcomes.*
* *Introduce and oversee a Programme of complex tendering projects within the Strategic Procurement Plan;*
* *Contribute to the delivery of objectives in respect of Procurement within the Asset Service and assist in meeting its objectives in accordance with the Corporate Services Departmental Plan such as stimulating the local economy.*
* *Assist in the delivery of Community benefits and Community Plan outcomes through council contracts.*
* *The post-holder may be required to perform additional or different duties from those listed below to address business needs and changing business practices and assume other duties as may be allocated in relation to the needs of the department.*

Main duties and responsibilities will include:-

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| 1. Lead on the development and implementation of a strategic procurement plan for the Council influencing senior management to drive change and deliver value for money in service delivery;      1. Oversee the development of a development process for the management of a portfolio of contracts to ensure outcomes are achieved. Duties will include developing a monitoring and contract performance methodology including risk and value for money. 2. Collecting, analysing and reporting on key performance indicators and contract expenditure. 3. To review the Council’s procurement policies and procedures and prepare a report to include development and implementation of recommendations. Provision of commission and procurement advice to Council Managers on policies and procedures 4. To adhere to all EU/UK Public Procurement Regulations and other salient legislation when updating procedures to ensure that the Council is complying with its legal and regulatory obligations. 5. Create a methodology and build organisation capacity to support the organisation in developing robust contract management. 6. Lead and review the overall risk identification and mitigation for the contracting of services. 7. To assist with the Council’s responsibilities for emergency planning. 8. Ensure all Health & Safety legislation, published relevant guidelines and Council Health & Safety policies and procedures are complied with in relation to the services and activities within the facility.   Note:  The postholder should be aware that the responsibilities and functional areas of the post may be subject to change as a result of organisational change. The Council therefore reserves the right to change the duties of the post by adding to or amending the range of functional responsibilities. The post holder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation. |

**3. Skills requirements**

What qualities, skills and experience are required from the individual?

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| **QUALIFICATIONS**   * 1. A third level qualification (for example an HNC, HND, NVQ level 4, a degree or equivalent) in the relevant discipline.   2. Full current Membership of Chartered Institute ofPurchasing and Supply   **EXPERIENCE**   * 1. A minimum of **three years’** relevant experience in   procurement/purchasing gained in each of the following areas:   1. Development and delivery of a strategic procurement plan with a budget of at least £1 million per year; 2. Practical application of purchasing/procurement legislation; and 3. Implementing process improvement initiatives with successful results in respect of tender and quotations processes.   Where applicants do not hold the qualifications as outline in **1.1-1.2** above, they must demonstrate a minimum of **five** **years’** experience as outline in **1.3** above.  **KNOWLEDGE**  **2.1** A working knowledge of public sector procurement procedures and regulations.  **2.2** A working knowledge of Microsoft Office applications. |

**4. Personnel: Please state below**

Who will the individual report to?

Portfolio Manager

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

Portfolio Manager

**5. Transfer of learning**

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

individual and their organisation.

The opportunity will benefit the individual and organisation by:

1. Developing and delivering of a strategic procurement plan with a budget of at least £1 million per year
2. Practical application of purchasing / procurement legislation
3. Implementing process improvement initiatives with successful results in respect of tender and quotation processes

**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.

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| **Start date:** As soon as a suitable candidate has been identified and a release date agreed.  **Duration:** Two Year Fixed Term Appointment with renewal subject to performance and agreement of the partnership operational needs.   **Location:** The successful candidate will be at Lagan Valley Island, 1 The Island, Lisburn BT27 4RL.  **Salary Scale:** LCCC will meet salary costs and associated expenses and the salary range £45,591 - £48,530.  \*NICS DPs will move at their current NICS salary  **Form of Transport**: The successful candidate may be required to travel as part of their role and it would be useful to have access to a suitable form of transport.  **Selection:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.  **Closing Date**: Applications must be submitted by 5.00pm on Friday 30 August 2019 to:  For NI Civil Service departmental staff:  [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**

Emma Woods

Signed

12 August 2019

Date