NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Northern Ireland Co-Ownership Housing Association

Name of Host

Organisation

**1. Interchange Manager’s details**

Tracey McCreanor

Name

Organisation/

CO3

Department

34 Shaftesbury Square

Belfast

BT2 7DB

Address

Telephone Fax number

N/A

028 9024 5356

Number

[tracey@co3.bz](mailto:tracey@co3.bz)

E-mail

Type of Opportunity

**Procurement Officer**

Secondment – 1 year with the possibility of an extension, subject to the agreement of all parties.

**2. Details of hosting opportunity**

Description of opportunity

The Northern Ireland Co-Ownership Housing Association Limited, perhaps better known as Co-Ownership, was established in 1978 as Northern Ireland’s regional body for shared ownership and the organisation that runs the Co-Ownership Scheme. It is a *Do It Yourself Shared Ownership scheme* exclusively for Northern Ireland. If individuals hope to own their own home but can't quite afford it, Co-Ownership may help get them onto the home ownership ladder through shared ownership. It offers eligible customers the opportunity to part purchase a home on an equity sharing basis with customer starter shares from 50% to 90% of the purchase price with the option to increase their shares at any time up to the full 100%.

Over the past 40 years we have helped more than 27,000 households in Northern Ireland to purchase the homes of their choice through shared ownership

We currently have an annual turnover of £10m and we employ 64 staff.

Co-Ownership Housing is a registered housing association, industrial and provident society, regulated and funded by the Department for Communities and accepted by HMRC and the Charity Commission as a charity.

Further details on the structure of the organisation can be obtained at [www.co-ownership.org](http://www.co-ownership.org)

Main objectives of the opportunity

The post holder will be responsible for leading on the procurement of technical contracts and ensure excellence throughout the complete tendering process.

They will be responsible for researching markets, producing specifications and contract documentation and evaluating tenders to reviewing performance and developing operational procedures.

**Reports to**: Head of Corporate Finance and Strategy

**Key functions:**

* Provide professional procurement advice, support and training to ensure a consistent approach to procurement throughout Co-Ownership Housing.
* Ensure compliance with procurement legislation.
* Work with Senior Managers to develop optimum sourcing options, ensuring value for money is achieved through procurement best practice.
* Evaluate and implement new procurement opportunities to maximise value for money and maximise commercial opportunities;
* Manage effectively, to ensure legal compliance, a programme of tenders and framework agreements including: leading, developing and implementing tender specific procurement strategies, identifying efficiency savings and Value for Money (in line with the Value for Money Strategy).
* Managing the tender process, research and preparation of specifications and evaluation methodologies, written and cost evaluations, recommendation of contracts in line with Co-Ownership Housing’s procedures and European Union tendering regulations and the de-briefing of unsuccessful tenderers whilst ensuring organisational delivery of services;
* Ensure that post contract / partnership compliance is proactively managed and evidenced so that all procurement and key service objectives are realised;
* Develop, maintain and manage on an ongoing basis a comprehensive Corporate Contracts Register liaising with all departments in order to gather detailed information regarding contracts;
* Collate annual report on performance and quality of contractors against pre-determined KPI’s;
* Support the management of the supplier database, to co-ordinate and review the Association’s Approved List of Contractors and Suppliers;
* Provide the Head of Corporate Finance & Strategy with Procurement advice and guidance in terms of protocol to be adopted for quotation and tendering purposes through all stages of the procurement cycle and assist in making an effective contribution to the strategic direction of the organisation;

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| * Assist management to ensure that value for money is achieved in the use of all resources within a framework of good governance, probity and accountability at all times; * Research and recommend price increases; * Monitor contracts, assist with contract assessment and problem solving; * Ensure compliance with DfC Procurement Guidelines, UK and European legislation, Northern Ireland Law and the Association’s financial regulations; * Ensure knowledge and understanding of procurement strategies, systems, legislation and procedures, including electronic procurement and European Union Procurement Regulations and the Freedom of Information Act is kept up to date; * Prepare and present accurate management information and project reports to the Head of Corporate Finance & Strategy; * Produce annual procurement report detailing goods and services procured over £5,000, value delivered and quality of services; * Prepare and deliver appropriate briefing and training days corporately on procurement matters as requested; * Attend and participate in internal and external working groups and committees on behalf of procurement as required. |

**3. Skills requirements**

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

**Essential Criteria:**

* A third level qualification (or equivalent), within a relevant discipline such as procurement, law, business studies or a numerate discipline.
* CIPS/MCIPS (Level 6 in Purchasing and Supply or higher).
* A minimum of 2 years’ relevant experience to include the following:

**a)** The management of procuring goods and services contracts.

**b)** Procurement processes either in public or other sectors which were subject to the EU Public Procurement Directive requirements.

**c)** Management of post contract compliance to realise key service objectives.

**4. Personnel: Please state below**

Who will the individual report to?

Gavin Short – Head of Corporate Finance & Strategy

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

Gavin Short – Head of Corporate Finance & Strategy

**5. Transfer of learning**

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

individual and their organisation.

**Benefit to NI Co-Ownership**

Co-Ownership will benefit from the expertise and experience of the individual in delivering a professional procurement service and ensuring compliance with current legislation and best practice.

**Benefit to the Individual**

The post holder will benefit from experience in the Housing Sector and enhance their transferable skills. This is a development opportunity with a chance to make new contacts and gain experience in a different setting.

**Benefits to the Individual’s Organisation**

The parent organisation will benefit from the individual’s experience in a different setting, facing and overcoming challenges which they may not face in their own 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:** As soon as a successful candidate has been identified and a release date has been agreed.

**Duration:** Secondment opportunity for 1 year with the possibility of an extension, subject to the agreement of all parties (maternity cover).

**Salary scale:** £37,107 - £39,961 gross per annum. Co-Ownership will pay salary costs and associated expenses. If the successful applicant is an NICS member of staff they will transfer at their current salary.

**Location:** NI Co-Ownership Housing Association, Murray House, Murray Street, Belfast, BT1 6DN.

**Selection:** A shortlist may be prepared based on the information submitted on the candidate pro forma and only those shortlisted will be called for interview. It is important therefore to state how and to what extent you meet all the experience knowledge and skills listed above.

**Contact:** For further information about this opportunity, please contact Christine Sheridan, Co-Ownership on 028 9044 5356, or by email at [csheridan@co-ownership.org](mailto:csheridan@co-ownership.org).

**Closing Date:** 5.00pm on Friday 29 June 2018.

**7. Endorsement**

**Interchange Manager**

Tracey McCreanor

Signed

11/06/2018

Date