NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Department of Health NI

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Aideen O’Doherty, Head of SFAPPU

 Name

 Organisation/

DoH

 Department

3.16 Castle Buildings

Stormont

BT43SQ

 Address

 Telephone Fax number

02890522013

 Number

aideen.o’doherty@health-ni.gov.uk

 E-mail

Type of Opportunity

Deputy Principal policy lead for Procurement. Secondment for up to one year and one month

**2. Details of hosting opportunity**

 Description of opportunity

The post will be housed in a small team of staff focusing on procurement policy matters within DoH Strategic Financial Analysis and Procurement Policy Unit, DoH. The team is primarily concerned with the performance of the Department’s arm’s length bodies in implementing procurement law and policy, but also faces into DoH itself. The post does not carry line management responsibilities but this may change during the life of the secondment.

The opportunity is for a DP with current procurement experience and current MCIPS membership. (Although the post is full-time, consideration will be given to alternative working patterns, subject to business need, with a minimum requirement of 0.8 of a FTE). The Interchange Opportunity is to provide cover for a maternity leave and may extend up to one year and one month

The main objectives of the opportunity

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| The main duties and responsibilities of the post will include:Procurement Policy (ALB - facing)* Consulting  effectively and sensitively with senior staff in Arm’s Length Bodies (ALBs) and CoPEs in order to develop or further procurement policy
* Providing input and support to governance projects in relation to procurement around the Health and Social Care/Arm’s Length Bodies as necessary including monitoring improvement plans.
* Handling complex and/or sensitive correspondence effectively and delivering well researched, professionally drafted and researched responses, submissions and other outputs such as circulars. Reviewing the work of others.
* Attending,  representing and furthering the position of the Department and its ALBs at liaison meetings and working groups aimed at furthering or implementing the HSC and wider NI public procurement policy and agenda (normally with G7 or above)
* Research and preparation of advice to senior officials on procurement matters and preparing analysis, briefing and papers for Regional Procurement Board or NI Procurement Board meetings where necessary.
* Analysing procurement-related governance issues arising in ALBS from various sources for reflection in accountability discussions

Procurement Business Partnering (DoH internal-facing)* Maintaining an up-to-date understanding of procurement policy and PGNs and how they relate to financial governance,  accountability and wider government policy
* Provision of generalised advice to Directors and Group Heads on procurement policy and governance mechanisms, working in conjunction with Finance business partners. Routing Directors and Group Heads to appropriate sources of professional advice in specific cases.

Generally* Establishing and maintaining effective working relationships with a broad range of senior partners in Arm’s Length Bodies and internally.
* The post holder will from time to time be expected to work interchangeably within the Directorate at their grade in response to work pressures.
* Motivating, working effectively with and contributing to the development of staff in a small procurement policy team.
* To continue developing competence and expertise and to agree own requirements with line manager including progressing training and development needs as appropriate.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Essential:** The secondment position is for a DP with current procurement experience and current MCIPS membership.

**Desirable:**

Experience of engaging with senior stakeholders

Experience of preparing complex written briefing for meetings and on specific issues for senior management, ministers and the public

Experience of applying NIGEAE and/or MPMNI in complex situations

**4. Personnel: Please state below**

 Who will the individual report to?

Head of SFAPPU

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

Head of SFAPPU

**5. Transfer of learning**

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

 individual and their organisation.

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| The opportunity will develop leadership potential in the individual concerned. It will provide an insight from a customer perspective across the various service provision and policy roles of CPD and those of BSO PaLS and will represent a unique opportunity to get experience from an operational, strategic and political perspective of the issues faced by arm’s length bodies engaging in procurement within a sometimes complex healthcare regulatory environment and how the procurement profession can help.DoH hopes to benefit in furthering NI Procurement Policy by gaining technical perspectives on procurement that are currently not available within its extant staff complement.  |

**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 suitable candidate has been identified and a release date agreed.

Duration The Interchange Opportunity is to provide cover for a maternity leave and may extend up to one year and one month. Although the post is full-time, consideration will be given to alternative working patterns, subject to business need, with a minimum requirement of 0.8 of a FTE.

Location & Form of Transport: Castle Buildings, Stormont. The post holder may occasionally need to travel around Northern Ireland and therefore will require access to an appropriate form of transport and insurance.

Salary: Salary will be based on the individual’s current point on the NICS DP scale (i.e. £36,812 - £40,473). Funding: Salary and associated expenses will be funded by DoH

Selection: It is anticipated that the selection process for this post will take place in early October 2018.

Contact: for further information about the post please contact Aideen O’Doherty on 02890 522013 or Neelia Lloyd on 02890 522466.

All email requests for further information should be sent to aideen.o’doherty@health-ni.gov.uk and copied to aisling.magee@health-ni.gov.uk

Closing date: 5.00pm on Friday 28 September.

**7. Endorsement**

 **Interchange Manager**

Aideen O’Doherty

Signed

17/9/18

 Date