# Hosting Proforma

South Eastern Regional College (SERC)

Name of Host

Organisation

**1. Interchange Manager’s details**

Emma Carson

Name

Organisation/

Human Resources

Department

SERC

Church Road

Ballynahinch

BT23 8LP

Address

Telephone Fax number

02891276730

Number

ecarson@serc.ac.uk

E-mail

Type of Opportunity

**Procurement Manager**, Secondment – Maternity Cover

**2. Details of hosting opportunity**

Description of opportunity

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| The Finance Department of South Eastern Regional College provides a procurement service to the whole College in respect of a wide range of supplies and services through open, transparent and legally compliant contracts ensuring best value for money.  The types of supplies and services that are procured in the College are wide and varied including:   * Classroom materials for 6 diverse schools (schools will include subjects related to Construction, Performing Arts, Health & Social Care, Business, Catering, Hospital & Tourism, Engineering, Science, Sports, Horticulture); * IT hardware, software and services; * Electricity, Gas and Fuel Oil; * Capital Equipment; and * Professional services.   The vast range of supplies and services required by College can be unlike any other public sector body due to the diverse nature of delivery in the Further Education sector.  The role is for a maternity cover for the College’s Procurement Manager who is responsible for the delivery of a high quality procurement strategy, programme and contract management service to the College in accordance with relevant procurement requirements and legislation. |

Main objectives of the opportunity

The main objectives of the secondment are:

* To continue to develop and implement a procurement strategy for the College, delivering maximum value for goods and services whilst managing any and all associated risks;
* To drive forward innovative developments in procurement in line with best practice and be responsible for driving a culture of performance improvement and compliance.
* Ensure compliance with procurement and contract management policies and procedures and execute a programme of compliance checking and feedback to the Financial Controller.
* To act as the College representative overseeing the day-to-day relationship with Central Procurement Directorate (CPD) in order to maximise efficiency and value for money.
* To assist in developing the procurement and contract management skill base in the College through ongoing training, development and communication with staff at all levels in the College.
* To act as College representative on the FE sector’s procurement officers’ network.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

* Full Member of the Chartered Institute of Purchasing and Supply (MCIPS).
* A minimum of two years (in the last five) professional experience within a procurement function of a public sector body.
* In depth knowledge of application of public sector procurement policy and Public Procurement Regulations in a public sector body.
* Ability to manage conflicting priorities, achieve co-operation and building relationships across the College.

**4. Personnel: Please state below**

Who will the individual report to?

Mr David McCullough, Financial Controller

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

Mr David McCullough, Financial Controller

**5. Transfer of learning**

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

individual and their organisation.

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| **SERC**   * Sharing of best practice from other public sector organisation within the public sector. * To gain professional procurement skills that can continue to develop and deliver the College’s procurement strategy.   **Individual**   * Experience of developing and managing a complex organisation’s procurement strategy. * To gain experience at developing innovative and compliant procurement solutions to requirements. * Gain experience of the procurement of diverse requirements within the FE sector. * Gain experience of collaborative procurement throughout the Further Education sector (6 Colleges). * Career development within a different sector.   **Individual’s Organisation**   * Transfer of learning from SERC’s best practice. * Develop relationships across the public sector. * Opportunity to gain greater understanding of the role of the FE sector within the wider NI public sector. * Opportunity to develop training opportunities/knowledge transfer between organisations. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: June 2019 or as soon as a suitable candidate has been identified and a release date agreed.  **Duration**: 1 year  **Location**: SERC, Finance Unit, Victoria Avenue, Newtownards. BT23 7ED  **Resources**: Desk, PC, Laptop  **Funding**: SERC will meet salary costs and any associated expenses. The salary range is: £34,106 - £37,107.  **Form of Transport**: The successful candidate must have access to a suitable form of transport in order to fulfil the duties of the post.  **Further information**: Contact Emma Carson on Tel: 028 9127 6730 or by email at: [ecarson@serc.ac.uk](mailto:ecarson@serc.ac.uk)  **Closing Date:** Applications must be submitted by **5.00pm on Friday 17 May 2019** to**:**  **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**

Emma Carson

Signed

06 May 2019

Date