**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

**Procurement and Contracts Support**

**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 Transformation Directorate the postholder will be required to:

* Contribute to the delivery of the sections Business Plan and the Councils Corporate Plan.
* Support the Strategic procurement and contracts manager role in delivering a procurement improvement programme for the Council
* Support the Council’s capital programme process and programme manager in providing standardisation of documentation, contract clauses, regulatory compliance, contract database and gateways managed by the Council’s capital programme manager.
* Support the Councils strategic review and provide advice to the relevant Council Officers on all procurement matters including, tendering, quotations, and other procurement matters in accordance with Council policy and legislation as instructed by the Procurement Manager.
* Undertake additional duties relevant to the post as reasonably assigned by the Head of Assets.

Main duties and responsibilities will include:-

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| 1. Advise Council officers on specifications and the appropriate procurement route for quotations and tenders specialising in construction works and services commissions; issuing appropriate approvals in accordance with the Council procedures and all relevant legislation. 2. Advise Council officers of the procedures for the evaluation, negotiation and recommendation of tenders to the appropriate committee; issuing appropriate approvals in accordance with the Council procedures and all relevant legislation. 3. Provision of procurement advice and procurement advice to Council Officers on policies, procedures and compliance with the Public Contract Regulations and all other relevant legislation when commissioning Council requirements. 4. Update procurement information on the Councils website, intranet and online procurement portal when approprate. Maintain a comprehensive centralised filing and information system in relation to procurement. 5. Actively seek and identify opportunities for collaboration within the Council. Liaise with CPD and other relevant bodies in relation to collaborative procurement initiatives which meet the Councils requirements and represent value for money. 6. Play an active role in the implementation of e-procurement strategies such as electronic ordering and e-tendering. The post holder will undertake appropriate research as and when required as instructed by the Procurement Manager. 7. 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 post holder 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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| It is essential that applicants have a minimum of:  **QUALIFICATIONS**   * 1. – A third level qualification (HNC, HND Degree NVQ Level 4, a degree or equivalent)   2. – Full current Membership of Chartered Institute of Purchasing and Supply   **EXPERIENCE**  **1.3** – A minimum of three years’ relevant employment experience in procurement / purchasing gained in each of the following areas:   * Provision of advice and guidance on procurement matters * Practical application of purchasing / procurement legislation * Coordinating the process of tenders and quotations   Where applicants do not hold the qualifications as outlined in **1.1 and 1.2** above, they must demonstrate a minimum of **five** years’ experience as outlined in **1.3** above. |
| * A working knowledge of public sector purchasing procedures and regulations * Knowledge of principles and practices for energy conservation in the built environment * Working knowledge of the use of eTendersNI |
| * Competent in the use of Word, Excel & MS Outlook |
| **Desirable Criteria** |
| It is desirable that applicants have a minimum of:  **KNOWLEDGE**  A working knowledge of the procurement of Construction Commissions/ Contracts. |

**4. Personnel: Please state below**

Who will the individual report to?

Procurement Manager

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

Procurement 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 their organisation by:

1. Providing advice and guidance on procurement matters
2. Practical application of purchasing / procurement legislation
3. Coordinating the process of tenders and quotations

**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:** It is anticipated this opportunity will last for two years 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 is £30,507 - £32,878  NICS SOs staff will move at their current NICS salary.  **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 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