# Hosting Proforma

Northern Ireland Fire & Rescue Service (NIFRS)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Dolores Higgins

 Name

 Organisation/

Northern Ireland Fire & Rescue Service (NIFRS)

 Department

NIFRS Headquarters

1 Seymour Street

Lisburn

BT27 4SX

 Address

 Telephone Fax number

02892 664221

 Number

Dolores.higgins@nifrs.org

 E-mail

Type of Opportunity

Secondment - Procurement Manager

**2. Details of hosting opportunity**

 Description of opportunity

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| Northern Ireland Fire & Rescue Service (NIFRS) provides fire and rescue services to the people of Northern Ireland, an area of over 5,500 square miles, with a population of 1.8 million.NIFRS is funded by the Department of Health (DoH). There are 68 Fire Stations in total throughout Northern Ireland. To support the Senior Management Accountant in the provision of efficient and effective procurement and contract management service for NIFRS. To be responsible for managing and developing the procurement and contract management service within NIFRS to fulfil a key role in the supply chain to support frontline service delivery.  |

 Main objectives of the opportunity

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| 1. To support the Senior Management Accountant in the provision of efficient and effective procurement and contract management service for NIFRS.
2. To be responsible for managing and developing the procurement and contract management service within NIFRS and fulfil a key role in the supply chain to support frontline service delivery.
3. To assist in fostering a spirit of commercial awareness within NIFRS, using that to equip staff to meet the changing needs of NIFRS.
4. To lead the development of customer focused procurement service for NIFRS.
5. To provide innovative solutions to complex procurement issues to ensure continued service delivery while maintaining compliance with procurement regulations and guidance.
6. Liaise with Directors, Heads of Service, Managers, the Procurement and Logistic Service (PaLS) and all key stakeholders to implement value for money procurement solutions based on PaLS strategic direction and Supply Chain best practice.
7. Supporting the Senior Management Accountant in providing a cost effective procurement service and in developing that service to meet future needs and trends.
8. Managing the NIFRS procurement service so as to ensure optimum value for money is achieved in goods purchased and probity is maintained.
9. Ensure that all employees comply with Government legislation, policies and guidance in respect of procurement.
10. Review key performance measures for the procurement function to assist in the management and appropriate resourcing of the function.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Experience and Qualifications****Essential**1. Possess a relevant degree level qualification or relevant Professional Qualification, such as full membership of CIPS or CILT

**and** haveat least two years’ relevant\* experience in Procurement and Contracting.**OR**Have five years’ relevant\* experience in Procurement and Contracting \**This experience should be within a procurement function i.e. the candidate is expected to have an awareness of general commercial environment, in particular, experience of day-to-day sourcing implications in a procurement setting.*1. Demonstrable experience of:
2. Maintaining and improving services and systems to meet high standards of quality and professionalism
3. Assessing objectively all aspects in the management of the supply chain
4. Public sector procurement and contracting and negotiating with suppliers
5. Management of a team
6. Can demonstrate:
	1. excellent planning and organisational skills
	2. ability to work under pressure of multiple deadlines
	3. strong interpersonal and communication skills
	4. ability to develop and maintain productive working relationships
	5. deliver high quality work with excellent attention to detail
	6. a strong customer orientation
7. Possess a current driving licence or have access to a form of transport that will permit the candidate to meet the requirements of the post in full.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Senior Management Accountant |

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

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| Senior Management Accountant |

**5. Transfer of learning**

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

 individual and their organisation.

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| This is an opportunity for an experienced professional to gain experience in another organisation at Middle Management level during a period of significant change and improvement. |

**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**: As soon as a suitable candidate has been identified and a release date has been agreed.**Duration**: Initially 12 months but with a possible extension, subject to the agreement of all parties.**Location**: NIFRS Headquarters, 1 Seymour Street, Lisburn BT27 4SX**Resources**: This post is office based and all resources will be provided.**Funding**: Salary and associated expenses will be met by NIFRS. Salary: **£34,106 - £37,107\*****(\*NICS SO staff would move at their current salary)****Further information**: Process will consist of shortlisting and may be followed by interview if required. For further information please contact Dolores Higgins on Tel: 028 9266 4221 or by email at: dolores.higgins@nifrs.org.**Closing Date:** Applications must be submitted by **5.00pm on Friday 20 September** 2019 to**:**  **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Dolores Higgins** |

**Signed:**

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| **29 August 2019** |

**Date:**