# Hosting Proforma

Lisburn & Castlereagh City Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Laura O’Connor

Name

Organisation/

Lisburn & Castlereagh City Council, HR and OD Unit

Department

Civic Headquarters

Lagan Valley Island

Lisburn

BT27 4RL

Address

Telephone Fax number

N/A

N/A

Number

[Laura.O'Connor@lisburncastlereagh.gov.uk](mailto:laura.o'connor@lisburncastlereagh.gov.uk)

E-mail

Type of Opportunity

Secondment – 2 years with the possibility of an extension, subject to the agreement of all parties.

**2. Details of hosting opportunity**

Description of opportunity

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| **Strategic Procurement & Contracts Manager**  **KEY PURPOSE OF JOB:**  As a member of the Service Transformation Directorate the post holder will be required to:   * Act as Lead Officer in the Development of a Strategic Procurement Plan for the Council; * Introduce robust management of innovative commissioning methodology and processes as well as ensure all commission rules and responsibilities are reflected in a review of the Council’s governance documentation. * Advocate and implement the principle of end to end service commission to contract management; * Build the capacity of the organisation to deliver improved commissioning outcomes. * Introduce and oversee a Programme of complex tendering projects within the Strategic Procurement Plan; * Contribute to the delivery of objectives in respect of Procurement within the Asset Service and assist in meeting its objectives in accordance with the Corporate Services Departmental Plan such as stimulating the local economy. * Assist in the delivery of Community benefits and Community Plan outcomes through council contracts. * The post-holder may be required to perform additional or different duties from those listed below to address business needs and changing business practices and assume other duties as may be allocated in relation to the needs of the department. |

Main objectives of the opportunity

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| **KEY RESPONSIBILITIES**   1. Lead on the development and implementation of a strategic procurement plan for the Council influencing senior management to drive change and deliver value for money in service delivery; 2. Oversee the development of a development process for the management of a portfolio of contracts to ensure outcomes are achieved. Duties will include developing a monitoring and contract performance methodology including risk and value for money. 3. Collecting, analysing and reporting on key performance indicators and contract expenditure. 4. To review the Council’s procurement policies and procedures and prepare a report to include development and implementation of recommendations. Provision of commission and procurement advice to Council Managers on policies and procedures 5. To adhere to all EU/UK Public Procurement Regulations and other salient legislation when updating procedures to ensure that the Council is complying with its legal and regulatory obligations. 6. Create a methodology and build organisation capacity to support the organisation in developing robust contract management. 7. Lead and review the overall risk identification and mitigation for the contracting of services. 8. To assist with the Council’s responsibilities for emergency planning. 9. 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 postholder 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 is required from the individual

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| Essential Criteria  It is essential that applicants have a minimum of:  QUALIFICATIONS  1.1 – A third level qualification (for example an HNC, HND, NVQ level 4, a degree or equivalent) in the relevant discipline.  1.2 – Full current Membership of Chartered Institute of Purchasing and Supply  EXPERIENCE  1.3 – A minimum of three years’ relevant experience in  procurement/purchasing gained in each of the following areas:   * Development and delivery of a strategic procurement plan with a budget of at least £1 million per year; * Practical application of purchasing/procurement legislation; and * Implementing process improvement initiatives with successful results in respect of tender and quotations processes.   Where applicants do not hold the qualifications as outline in 1.1 and 1.2, they must demonstrate a minimum of five years’ experience as outline in 1.3 above. |
| KNOWLEDGE   * A working knowledge of public sector procurement procedures and regulations. * A working knowledge of Microsoft Office applications. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Hazel King |

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

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| Hazel King |

**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 benefit the individual and organisation by:**  **Benefit to Individual**  Developing good business relationships and sharing and enhancing employees’ skills. Offering the Employee a valuable career development opportunity, with the chance to make new contacts and gain experience within a different setting.  **Benefit to individuals employer**  Employee will enhance skills and will build relationships and contacts that will ultimately be of benefit to the employee in the future.  **Benefit to Lisburn & Castlereagh City Council**  Lisburn & Castlereagh City Council will benefit from different perspectives and experiences brought by an individual from another organisation that will enhance shared working in the future. |

**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.    **Salary Scale:** Scale PO7, NJC Spinal Column Points 43-46, £46,845 - £49,864 per annum.  **Funding:** Lisburn and Castlereagh Borough Council will pay salary costs.    **Duration**: 2 years with the possibility of an extension, subject to the agreement of all parties.  **Location**: Island Civic Centre - Lagan Valley Island, Lisburn BT27 4RL and also homeworking in line with Covid restrictions   * **Selection Process:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview   **Further information**: For further information about the post please contact Caroline Millar in Lisburn and Castlereagh City Council on 07584886406 or by email at [caroline.millar@lisburncastlereagh.gov.uk](mailto:caroline.millar@lisburncastlereagh.gov.uk).  **Closing Date:** Applications must be submitted by 5pm on Tuesday 23 March 2021 to [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk).  \*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

**Interchange Manager**

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| **Laura O’Connor** |

**Signed:**

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| **9th March 2021** |

**Date:**