# Hosting Proforma

South Eastern Regional College

Name of Host

Organisation

**1. Interchange Manager’s details**

Emma Carson

Name

Organisation/

South Eastern Regional College (SERC)

Department

Church Road

Ballynahinch

BT23 8LP

Address

Telephone Fax number

02891276730

Number

ecarson@serc.ac.uk

E-mail

Type of Opportunity

Secondment – 18 Months

Procurement Manager

**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 an 18-month secondment to assist in 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 are 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 and the wider public sector.

**4. Personnel: Please state below**

Who will the individual report to?

David McCullough, Financial Controller

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

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 another 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**: July / August 2021o or as soon as a suitable candidate is identified and a release date agreed.  **Duration**: 18 months  **Vetting:** Enhanced Disclosure check required. SERC will arrange for this to be completed.  **Location**: SERC, Victoria Avenue, Newtownards. BT23 7ED / Home Working  **Resources**: All resources provided (laptop, screens, etc).  **Salary**: SERC will cover salary and associated expenses. Scale: £34,788 - £37,849  **Further information**: For further information please contact David McCullough by email at dwmccullough@serc.ac.uk  **Closing date**: Applications must be submitted by 5.00pm on Friday 21 May 2021 to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  **\*This opportunity is not open to NICS Staff.** |

**7. Endorsement**

**Interchange Manager**

Signed

06.05.21

Date