# Hosting Proforma

The Housing Executive

Name of Host

Organisation

**1. Interchange Manager’s details**

Katie Dowds

Name

Organisation/

The Housing Executive

Department

2 Adelaide Street

Belfast

BT2 8PB

Address

Telephone Fax number

N/A

028 95 984755

Number

[katie.dowds@nihe.gov.uk](mailto:katie.dowds@nihe.gov.uk)

E-mail

Type of Opportunity

Secondment – Procurement Project Manager

**2. Details of hosting opportunity**

Description of opportunity

|  |
| --- |
| This is a secondment for 12 month period to cover maternity leave within the Corporate Procurement Team.  The officer will be expected to work 37 hours per week. Flexi time and hybrid working will be available. |

Main objectives of the opportunity

|  |
| --- |
| **Main Purpose:**    Manage a programme of procurements to maximise value for money for the organisation and are delivered in compliance with best practice methodologies, Public Contracts Regulations 2015, NI Public Procurement Policy and Northern Ireland Housing Executive (NIHE) standing orders. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| **Essential**  Applicants must provide evidence by the closing date for application that they meet the following essential criteria:   1. Degree/CIPs + at least 2 years’ relevant post qualification experience.   Or  A BTEC Higher or equivalent qualification plus at least 3 years relevant post qualification experience.  Or  Exceptionally, 5 years’ working experience in a procurement role.   1. Can demonstrate the following: 2. Liaising with clients to develop procurement strategies that deliver compliant, value for money contracts to meet the client need. 3. Working knowledge of the Public Contract Regulations 2015 and other relevant legislation and policy in relation to public procurement. 4. Supporting the contract management function in respect of commercial management and change management throughout the contract period. 5. Ensuring that procurement projects are properly managed and delivered in line with the agreed targets, standards and procedures. 6. Implementation of policies, processes and procedures for compliance purposes. |

**4. Personnel: Please state below**

Who will the individual report to?

|  |
| --- |
| Ivan Orr, Senior Manager - Work Procurement. |

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

|  |
| --- |
| Gary McCluskey, Senior Procurement Project Manager, Corporate Procurement Team. |

**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 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’s organisation in the future.  **Benefit to The Housing Executive**  The Housing Executive will benefit from different perspectives and experiences brought by an individual from another organisation. |

**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.

|  |
| --- |
| **Start Date**: 1st October 2022  **Duration**: 12 month  **Location**: The Housing Executive, 9 Lanyon Place, Belfast, BT1 3LP, with flexi and homeworking arrangements available.  **Salary Scale:** The Housing Executive will meet salary and associated costs. The salary range is:£29,174 – £36,370 per annum.  **Further information**: Selection for this post will be as follows:   * Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview   **Closing Date:** Candidate Proforma must be submitted by **4.00pm on Friday 09 September 2022** to**:**  **For NI Civil Service departmental staff only (see accompanying NICS Cover Note):** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

|  |
| --- |
| **Katie Dowds** |

**Signed:**

|  |
| --- |
| **23/8/2022** |

**Date:**