# Hosting Proforma

Northern Ireland Housing Executive (NIHE)

Name of Host

Organisation

**1. Interchange Manager’s details**

Dolores Higgins

Name

Organisation/

HR - NIHE

Department

The Housing Centre

2 Adelaide Street

Belfast

BT2 8PB

Address

Telephone Fax number

028 959 82435

Number

Dolores1.higgins@nihe.gov.uk

E-mail

Type of Opportunity

Secondment – 1 year with possible extension

**2. Details of hosting opportunity**

Description of opportunity

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| Procurement Project Manager – Level 6  The Procurement Project Manager will be responsible for the procurement of supplies, services and works in a timely and efficient manner to meet the requirements of the Housing Executive’s procurement programme, ensuring that the procurement of supplies, services and works complies with public procurement policy and legislation, and best practice procurement, in line with our vision and values.  This is an exciting opportunity for a suitably qualified individual with experience of delivering best practice procurement in compliance with public procurement policy and legislation. |

Main objectives of the opportunity

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| 1. To support the Senior Procurement Project Manager in the day to day operation and management of the Corporate Procurement Unit. 2. To support the Senior Procurement Project Manager in the commercial management of all NIHE contracts. 3. To ensure that the procurement of contracts complies with corporate governance procedures (Standing Orders), Public Procurement Policy and relevant legislation.   4. To provide procurement support in the delivery of procurements listed on the contracts register and those new contracts as advised by the Senior Procurement Project Manager.  5. To ensure that all procurement exercises are taken forward in accordance with best practice methodologies and that each procurement realises maximised value for money for the NIHE.  6. To support the Senior Procurement Project Manager in providing strategic advice and guidance to internal clients and staff in line with best practice, corporate governance procedures (Standing Orders), Public Procurement Policy and relevant legislation.  7. To support the Senior Procurement Project Manager in managing procurement activity to ensure full legal compliance and best value for money are delivered in accordance with the organisation’s requirements.  8. To support the Senior Procurement Project Manager, requiring the post holder to directly manage and operate category management in the delivery and management of new procurements, renewal exercises and contracts listed on the contracts register.  9. To support the Senior Procurement Project Manager in delivering the objectives contained in the divisional business plan.  10. To assist internal clients and end users with the preparation and review of specifications.  11. To be a central source of management information regarding markets and industries to ensure robust management information is available for all procurement exercises.  12. To support the Senior Procurement Project Manager in the general administration of the section including provision of statistical data, staff management and any further duties as identified by the Senior Procurement Project Manager.  *Note: This summary of responsibilities and personal duties is not intended to be exhaustive. This role will develop and change in line with strategic corporate programmes and projects.*  The full job description has been included in Appendix 1. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| 1. (i) Possess Membership of the Chartered Institute of Purchasing and Supply (MCIPS qualified) plus have at least 3 years’ relevant procurement experience.   OR  (ii) A degree (Level 6) qualification plus at least 3 years’ relevant post qualification experience in procurement and also be committed to attaining an MCIPS qualification within 3 years of appointment.   1. Candidates must demonstrate their relevant experience for the number of years required, depending on their level of qualification, in **all of the following areas**: 2. Experience in managing the procurement process including developing tender documentation, managing tender evaluations and awarding contracts. 3. Working knowledge of the Public Contracts 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. 7. Can demonstrate; 8. Excellent planning and organisational skills; 9. Strong interpersonal and influencing skills 10. Effective oral and written communication skills. 11. Good customer service and stakeholder management skills 12. Strong analytical and problem solving skills 13. 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. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Senior Procurement Project Manager (Level 7) |

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

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| Senior Procurement Project Manager (Level 7) |

**5. Transfer of learning**

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

individual and their organisation.

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| NIHE will benefit from new skills, experience and fresh thinking that the individual will bring to the role. The individual will develop a range of skills and benefit from a diverse workload and working environment, which will all contribute their own personal development. The skills and experience gained will be readily transferable to the individual’s 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.

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| **Start Date**: 1 February 2023 (or as soon as possible)  **Duration**: 1 year secondment with possible extension  **Location**: Lanyon Place, Belfast  **Salary**: The salary scale for this Level 6 post is £31,099 - £38,295 per annum.  **Further information**: There may be more than 1 post available.  **Process:** Shortlisting of applications will take place w/c 2nd January 2023, those who are successfully shortlisted will be invited to an interview w/c 16th January 2023. Dates are subject to change.  **Closing Date:** Applications must be submitted by NOON on Friday 23rd December 2022 to**:**  **For NI Civil Service departmental staff only:** [**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**

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| **Dolores Higgins** |

**Signed:**

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| **1.12.22** |

**Date:**

**Appendix 1**

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| **Ref No:** 2022-Interchange | | | | | **Date:** December 2022 | | | |
| \*  **Directorate:** | | Asset Management | | | | | | |
| **Department:** | | | Corporate Procurement Unit | | | | | |
| **Job Title:** | | | Procurement Project Manager | | | | | |
| **Grade:** | | | Level 6 | | | | | |
| **Reports to:**  **Location:** | | | Senior Procurement Project Manager  Lanyon Place, Belfast | | | | | |

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**MAIN PURPOSE**

The post holder will be responsible for the procurement of supplies, services and works in a timely and efficient manner to meet the requirements of the Housing Executive’s procurement programme, ensuring that the procurement of supplies, services and works complies with public procurement policy and legislation, and best practice procurement, in line with our vision and values as outlined below:

**Our Vision**

***“Everyone is able to live in an affordable and decent home, appropriate to their needs, in a safe and attractive place.”***

**Our Values**

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| **MAKING A DIFFERENCE**   * We strive to make people’s lives better * We put our customers first and deliver right first time * We build strong partnerships and share great ideas | **FAIRNESS**   * We treat our customers, staff and partners fairly * We respect diversity * We work in an open and transparent way |
| **PASSION**   * We are professional in all that we do * We strive for excellence * We look for new, creative, better ways to do things | **EXPERTISE**   * We believe in our people * We are constantly learning and developing * We provide strong confident leadership |

**Main Duties**

**Procurement**

1. To support the Senior Procurement Project Manager in the day to day operation and management of the Corporate Procurement Unit.
2. To support the Senior Procurement Project Manager in the commercial management of all NIHE contracts.
3. To ensure that the procurement of contracts complies with corporate governance procedures (Standing Orders), Public Procurement Policy and relevant legislation.
4. To provide procurement support in the delivery of procurements listed on the contracts register and those new contracts as advised by the Senior Procurement Project Manager.
5. To ensure that all procurement exercises are taken forward in accordance with best practice methodologies and that each procurement realises maximised value for money for the NIHE.
6. To support the Senior Procurement Project Manager in providing strategic advice and guidance to internal clients and staff in line with best practice, corporate governance procedures (Standing Orders), Public Procurement Policy and relevant legislation.
7. To support the Senior Procurement Project Manager in managing procurement activity to ensure full legal compliance and best value for money are delivered in accordance with the organisation’s requirements.
8. To support the Senior Procurement Project Manager, requiring the post holder to directly manage and operate category management in the delivery and management of new procurements, renewal exercises and contracts listed on the contracts register.
9. To support the Senior Procurement Project Manager in delivering the objectives contained in the divisional business plan.
10. To assist internal clients and end users with the preparation and review of specifications.

11. To be a central source of management information regarding markets and industries to ensure robust management information is available for all procurement exercises.

12. To support the Senior Procurement Project Manager in the general administration of the section including provision of statistical data, staff management and any further duties as identified by the Senior Procurement Project Manager.

**General**

1. To contribute to the effective delivery of a quality service through the formulation, review and proper implementation of policies and procedures.
2. To comply with the requirements of the Data Protection, Equal Opportunities and Equality Legislation.
3. To participate on forums / working groups / committees as required.
4. To undertake other occasional duties which are consistent with the responsibilities of the post.
5. To be responsible for establishing a pro-active approach to the management of health, safety and welfare and encouraging a positive team culture for addressing health and safety issues.
6. To undertake and complete such training as required to perform the duties of the job. Ensure by working collaboratively across the NIHE a programme of training is delivered, to ensure that staff has the required capacity and capability to deliver its obligations.
7. To ensure compliance with all human resource related policies and procedures.
8. To interpret and implement changes in legislation relating to the unit’s areas of operation and updating policies and procedures.
9. To promote and represent the NIHE and its interests with relevant outside bodies including attendance at meetings, seminars and conferences to seek to extend links with all appropriate bodies.

*Note: This summary of responsibilities and personal duties is not intended to be exhaustive. This role will develop and change in line with strategic corporate programmes and projects.*