# Hosting Proforma

Northern Ireland Assembly Commission

Name of Host

Organisation

**1. Interchange Manager’s details**

Vicky Coates

Name

Organisation/

Northern Ireland Assembly Commission

Department

Parliament Buildings  
Ballymiscaw  
Stormont  
Belfast  
BT4 3XX

Address

Telephone Fax number

02890520325

Number

Vicky.coates@niassembly.gov.uk

E-mail

Type of Opportunity

**Procurement Manager** – Assembly Grade 5 (NICS DP or analogous grades)

Secondment Opportunity – to expire on 31 December 2023

The Procurement Manager will be expected to work 37 hours per week

Flexi time and flexible working will be available

Hybrid working may be available – maximum of 3 days working from home

**2. Details of hosting opportunity**

Description of opportunity

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| Procurement Manager – Assembly Grade 5 (DP or analogous grades)  Secondment Opportunity – to expire on 31 December 2023  The Northern Ireland Assembly Commission is the corporate body established under Section 40 of the Northern Ireland Act, to ensure that the Assembly is provided with the property, staff and services required for the Assembly’s purposes.  The Procurement Office is part of the Legal, Governance and Research Directorate. It forms an integral part of the Assembly Commission by providing professional purchasing expertise. The range of expertise and services provided by the Procurement Office includes:  • Leading procurements with a value of over £30,000;  • Developing and monitoring procurement policies and procedures to be applied across the Assembly Commission;  • Interpreting, negotiating and finalising purchasing contracts with a value of more than £30,000; and  • Supporting business areas to manage, monitor, evaluate and review supply and service contracts to ensure quality, value for money and compliance with contract terms and conditions. |

Main objectives of the opportunity

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| This temporary post has been created to assist with the delivery of several key projects and contracts which are planned this year.  The contracts /projects will be for the procurement of goods and services and will be provided in line with Public Contracts Regulations 2015 (PCR 2015) (as amended by the Public Contracts (Amendment) (EU Exit) Regulations 2020), policies and good practices.  **Job Description:**  Main duties and responsibilities of the job:   * To provide a high quality, effective and professional procurement service which delivers value for money solutions for the Assembly Commission; * To deliver procurement services to a range of stakeholders; * To advise and assist the various business areas to prepare tender documents which define their operational needs as they relate to third party support (suppliers); * To develop procurement and contract strategies in accordance with statutory and policy requirements (including the incorporation of sustainability aspects); * To maintain awareness of procurement industry best practices, regulations, case law and public sector guidance to ensure that all practices, policies and procedures in the Procurement Office are compliant with the Public Contracts Regulations and to keep these under review; To lead staff to successfully deliver agreed objectives; * To manage staff who report to this post-holder; * To promote and deliver an emphasis on continuous learning and development in the Procurement Office for self and team members; * To effectively manage resources to meet business objectives; * To provide advice on public procurement policy and legislation; * To be fully conversant with and lead the utilisation of e-procurement technologies, in particular those systems deployed by the Assembly Commission i.e. e-sourcing and e-evaluation and interface with the purchase to pay systems; * To contribute to the development, management and monitoring of the   Assembly Commission’s procurement policies and procedures;   * To engage with relevant industry groups and representatives to improve market knowledge; * To undertake the procurement advisor role in complex and strategic procurement projects working in conjunction with client teams and external advisors; * To effectively manage corporate and project specific risks in accordance with best practice techniques; * To provide support to business areas to manage, monitor, evaluate and review contracts to ensure quality, value for money and compliance with contract terms and conditions; * To support and assist the Head of Procurement in the provision of a contract management service, ensuring compliance across the organisation. This includes involvement in contract reviews where the contracts are managed by lead buying areas; * To support and assist the Head of Procurement in the engagement of external interests and potential contract / supplier organisations in procurement information seminars to alert them about forthcoming procurement exercises and the service requirements of the business areas; * To develop and maintain regular and effective communication with clients, particularly via the procurement liaison officer role; * To support and assist the Head of Procurement and the Director of Legal   Governance and Research Services (‘the Director’) in ensuring the provision of Procurement Office assistance to internal stakeholders;   * To support the identification of the best method to meet procurement needs and advise and support business areas on all aspects of procurement including business case development, specification writing, sourcing issues, regulatory requirements, risks and contract management; * To support and assist the Head of Procurement in relation to the provision of procurement related information and assurance to the Director and to the Senior Management Team (SMT); * To support and provide assistance in overseeing the management of financial, staffing and IT requirements of the Procurement Office to maintain continuous improvement of service levels and standards including determining, bidding, controlling and evaluating effective use of Assembly Commission resources; * To develop process mapping to provide key process guidance; * To provide support to the Head of Procurement in managing the interface between the Assembly Commission and external customers through provision of information including responses to Assembly Questions and Freedom of   Information requests in relation to procurement services;   * To represent the Procurement Office as Information Asset Owner including attendance at Information Asset Owners Forum meetings and to ensure compliance with GDPR UK, Data Protection legislation and information management requirements; * To encourage and maintain professional membership of The Chartered   Institute of Purchasing and Supply and attend as required by the Head of  Procurement, the NI Public Procurement Practitioners Group, and Parliamentary Procurement Forum;   * To manage information and records in accordance with established policies and statutory requirements; * To comply with all of the Assembly Commission’s staff policies and procedures including Equal Opportunities and Dignity at Work policies and procedures and all mandatory training requirements; and * To carry out such other duties as the Assembly Commission reasonably requires of you. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| 1. Membership of the Chartered Institute of Purchasing and Supply (MCIPS) and at least 2 years’ experience in each of the areas detailed at (a) – (d). Applications will also be considered from applicants who have membership of accredited procurement organisations considered to be equivalent to MCIPS.    OR 2. At least 4 years’ experience in each of the areas detailed at (a) – (d).    The experience specified above at 1 and 2 must be in the following areas:   1. Successfully leading and managing procurement exercises with individual values greater than £100,000 which were conducted under Public Procurement Regulations. 2. Business case and specification development in professional support, understanding and defining of a client’s needs. This should include advising clients, at a senior level\* within an organisation, on business cases, specifications, procurement strategies and risk management. 3. Managing and prioritising a diverse workload including the use of technologies. 4. Managing, developing and motivating staff to ensure effective service delivery and specific outcomes.  AND   3. A thorough knowledge and understanding of the relevant law, regulations and guidance relating to procurement e.g. Public Contracts Regulations 2015 and evidence of providing advice on these at a senior level\* within an organisation.  \*Senior level is defined as a Project Board, Director, Head of Business, NICS Grade 7 or company board member or equivalent. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Head of Procurement – AG4 |

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

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| Head of Procurement – AG4 |

**5. Transfer of learning**

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

individual and their organisation.

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| Benefit to individual  Developing good business relationships and sharing and enhancing their’ skills and knowledge. Offers valuable career development, with the chance to make new contacts and gain experience of a different working environment and purchasing different goods and services.  Benefit to individual’s employer  The individual will be able to enhance their skills and knowledge and build new relationships and contacts that will ultimately be of benefit to their organisation in the future.  Benefit to the Assembly Commission  The Assembly Commission 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.

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| **Start Date**: 24 April or as soon as possible.  **Duration**: Until December 2023.  **Location**: Parliament Buildings, on the Stormont Estate  **Resources**: Computer, desk, chair etc.  **Salary:** The salary is £48,734 per annum; and the Assembly will meet salary and any associated expenses.  **Further information**: For further information please contact Melissa Sharples (Head of Procurement) via email: [Melissa.sharples@niassembly.gov.uk](mailto:Melissa.sharples@niassembly.gov.uk)  **Closing Date:** Applications must be submitted by ***4.00pm on Friday 14 April 2023*** 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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| **V Coates** |

**Signed:**

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| **20 – March - 2023** |

**Date:**