

NORTHERN IRELAND ASSEMBLY

Job Specification

**Procurement Manager
(Assembly Grade 5)**

SALARY RANGE: £37,219 - £42,161

1. INTRODUCTION

- 1.1 Application forms are available on the Northern Ireland (NI) Assembly website and should be completed online. Completed application forms, which demonstrate the skills and experience sought, must be submitted by the closing date of Friday 28th February 2014.
- 1.2 **Candidates are reminded that the application form must be fully completed. Incomplete applications will not be accepted. CVs or other supplementary material will not be accepted in place of, or in addition to, completed application forms.**

2. BACKGROUND

- 2.1 The Northern Ireland Assembly Commission (The Commission) is a corporate body established by section 40 of the Northern Ireland Act 1998. It is required to provide the Assembly, or ensure that the Assembly is provided, with the property, staff and services required for the Assembly's purposes. The Commission employs a Secretariat to serve the Assembly. The Secretariat comprises of the Office of the Clerk/Chief Executive, and five Directorates – Legal and Governance Services, Clerking and Reporting, Corporate Services, Facilities and Information and Outreach. The management structure of the Assembly Secretariat is illustrated in the attached chart.
- 2.2 The Commission's vision is to be at the forefront of providing outstanding and progressive parliamentary services.

Procurement Office

- 2.3 The Procurement Office is within the Corporate Services Directorate and forms an integral part of the Secretariat by providing professional purchasing expertise. The post holder will jointly assist the Head of Procurement to manage the team providing professional procurement expertise to the Secretariat, meeting the needs of internal customers including the Secretariat Management Group and the Assembly Commission in support and advisory capacities.

2.4 Two of the Commission's priorities in the Corporate Plan are:

- Supporting Assembly Business - the delivery and continuous improvement of support for Members in their work in plenary sessions, Committees and constituencies
- Ensuring Effective Governance - the effective corporate governance of the Assembly and the management of its resources (finance, staff, accommodation, IT, facilities etc.).

2.5 Key to the achievement of these are the embedding of the Secretariat's values of Professionalism, One Team and Public Service and integration of the support provided to the Director General and Directors and the need to ensure propriety, efficiency, value for money and compliance with the Secretariat's legal obligations .

2.6 Expertise in this area is offered by the Assembly's Procurement Office. The range of expertise and services provided by the Procurement Office include:

- a) Provision and maintenance of procurement policies and procedures to be applied across the Secretariat,
- b) Expertise in interpreting, negotiation and finalisation of purchasing contracts with a value of more than £25,000,
- c) Support for Secretariat business areas to manage, monitor, evaluate and review supply and service contracts to ensure quality, value for money and compliance to contract terms and conditions.

2.7 The NI Assembly's Procurement Office objectives are:

a) Provision and maintenance of appropriate procurement policies and procedures to be applied across the Secretariat.

- To proactively review and develop the Assembly's procurement strategy and policies to reflect operational and corporate aims across the Assembly ensuring compliance with the Assembly's legal obligations.
- To provide senior Secretariat staff and the Assembly Commission with professional advice and support for all procurement matters.
- Expertise in procurement legal issues to ensure compliance with all necessary legal requirements.

- Keeping fully informed with all developments including EC legislation, UK and NI legislation, TUPE, HM Treasury Guidance (Managing Public Money etc), Office of Government Commerce and relevant case law and communication of relevant legal issues to the Clerk/Director General and Directors.
- Expertise in procurement best practice to underpin the achievement of efficiency and effectiveness.

b) Expertise in interpreting, negotiation and finalisation of purchasing contracts with a value of more than £25,000.

- To consider and catalogue along with Secretariat business areas, the range of immediate, short-term and longer-term procurement requirements needed across the Assembly to facilitate the work of Members in their work in plenary sessions, Committees and constituencies.
- To provide assistance to internal stakeholders, to identify the best method to meet the procurement need and advise and support Secretariat business areas on all aspects of procurement including business case development, specification writing, sourcing issues, competition protocols and risks and contract management.
- To support Secretariat business areas with contract risk management tools and provide stewardship statements in compliance with best procurement practice to ensure probity, efficiency, value for money and compliance with the Secretariat's legal obligations.

c) Support for Secretariat business areas to manage, monitor, evaluate and review supply and service contracts to ensure quality, value for money and compliance to contract terms and conditions.

- To provide a contract management service ensuring compliance across the Secretariat (a role formally delegated by the Director General) including involvement in contract reviews where the contracts are managed by lead buying areas.
- To engage external interests and potential contract / supplier organisations in procurement information seminars to alert them of forthcoming procurement exercises and the service requirements of the Assembly business areas and subsequently to manage debriefing.

2.8 To ensure that these objectives are achieved, the NI Assembly has in

place a Head of Procurement working within the Corporate Services Directorate.

3. LOCATION

- 3.1 Secretariat staff are accommodated in Parliament Buildings. However whilst a roof refurbishment project is underway the Procurement Office is temporarily relocated to Knockview Buildings, Stormont Estate.

4. JOB DESCRIPTION

Responsibility and Reporting Arrangements

- 4.1 The postholder will report to the Head of Procurement.
- 4.2 The agreed staffing level for the Procurement Office is,
- 1 Head of Procurement – Assembly Grade 4
 - 2 Procurement Managers (1 currently vacant) – Assembly Grade 5
 - 1 Buyer – Assembly Grade 7
 - 1 Clerical Supervisor – Assembly Grade 7
 - 1 Clerical Officer – Assembly Grade 8

Main Duties and Responsibilities

- 4.3 The post holder will develop, manage, monitor and evaluate procurement policies and procedures with assistance from the procurement team comprising of purchasing and administrative staff. The post holder will be expected to identify, select, manage, monitor, and evaluate training and development opportunities to develop the team to accepted competency levels to deliver business plan objectives.

Role objectives and outputs

- 4.4 Procurement Managers within the Northern Ireland Assembly Secretariat have responsibility to deliver value for money solutions in accordance with public procurement policy, legal and accountability framework. The post holder will contribute to the overall business strategy and performance of the Assembly Commission.
- 4.5 The main duties and responsibilities of the post are:

Procurement

- To develop procurement and contract strategies in accordance with statutory and policy requirements (including the incorporation of sustainability aspects);
- to provide a high quality, effective and professional procurement service which delivers value for money solutions for the Assembly Commission;
- to provide advice on public procurement policy and legislation;
- to manage and lead staff to successfully deliver agreed objectives;
- to effectively manage resources to meet business objectives;
- to be fully conversant 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 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 assist the Head of Procurement in providing support to Secretariat business areas to manage, monitor, evaluate and review contracts to ensure quality, value for money and compliance to contract terms and conditions;
- to support and assist the Head of Procurement in the provision of a contract management service ensuring compliance across the Secretariat (a role formally delegated by the Director General to the Head of Procurement) including 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 of forthcoming procurement exercises and the service requirements of the Assembly business areas and subsequently to manage debriefing;

- ensuring a customer focus is maintained and Assembly Commission Customer Service Standards and Values are adhered to at all times;
- developing and maintaining regular and effective communication with clients, particularly via the procurement liaison officer role;
- to work with the Head of Procurement in ensuring the provision of Procurement Office assistance to internal stakeholders, to support the identification of the best method to meet the procurement need and advise and support Secretariat business areas on all aspects of procurement including business case development, specification writing, sourcing issues, competition protocols and risks and contract management; and
- to support the Head of Procurement in the provision of Procurement Office support for Secretariat business areas with contract risk management tools and provision of stewardship statements in compliance with best procurement practice to ensure probity, efficiency, value for money and compliance with the Secretariat's legal obligations.

4.6 Performance Management

The post holder may be responsible for the management of a procurement team and on these occasions will be required to set, agree and monitor performance against agreed targets in accordance with NIAC HR policies and procedures. The post holder will be required to:

- develop teams and individuals to encourage innovation, improve performance and meet business objectives;
- plan, allocate, monitor and evaluate work carried out by the team and individuals;
- identify training needs for individuals and self to ensure that skills necessary to carry out specific roles are maintained; and
- identify and manage incidences of poor performance to ensure a high standard of service delivery is met.

4.7 General

- To deputise for the Head of Procurement as appropriate.
- To provide assistance to the Head of Procurement in his monthly assurance to the Director of Corporate Services and quarterly assurance to the Clerk/Director General that all projects to

develop, implement and monitor strategies are being managed, to the expected standards and targets.

- To support and provide assistance in overseeing the management of financial, manpower 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 resources.
- To identify and organise training requirements for the Procurement function and as appropriate other Secretariat staff to achieve acceptable competency levels to deliver services in this area.
- To develop process mapping to provide key process guidance.
- To provide support to the Head of Procurement in the interface between the Assembly and external customers through provision of information including Assembly Questions and Freedom of Information requests in relation to procurement services.
- 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 comply with the Assembly's Equal Opportunities and Dignity at Work policies and procedures

5. ESSENTIAL CRITERIA

5.1 At the closing date for applications, applicants must have:

- i. Corporate Membership of the Chartered Institute of Purchasing and Supply (MCIPS). Applications will also be considered from applicants who have membership of accredited procurement organisations considered, by the selection panel, to be equal to MCIPS

and

at least 2 years' experience in the following areas:

- a) leading and managing procurement exercises with individual values greater than £100,000;
- b) policy, 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, on business case, specification, procurement strategies and risk management;

- c) advising and application of the public procurement regulations and other relevant statutory and legal/ compliance requirements
- d) applying electronic means of delivery within procurement and in particular e-sourcing, e-evaluation and purchase to pay; and
- e) monitoring and improvement of service delivery to clients.

OR

- ii. If the successful candidate is not in possession, by the closing date for this competition, of full corporate membership of the Chartered Institute of Purchasing and Supply (MCIPS), or equivalent, they will be required to achieve this qualification within 2 years of the date of appointment.

and

at least 3 years' experience in the following areas :

- a) leading and managing procurement exercises with individual values greater than £100,000;
- b) policy, 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, on business case, specification, procurement strategies and risk management;
- c) advising and application of the public procurement regulations and other relevant statutory and legal/ compliance requirements;
- d) applying electronic means of delivery within procurement and in particular e-sourcing, e-evaluation and purchase to pay; and
- e) monitoring and improvement of service delivery to clients.

6. SHORTLISTING CRITERIA

- 6.1 The Assembly Commission reserves the right to use shortlisting as part of the recruitment process for this post. Should shortlisting be required, the following shortlisting criteria will be applied:

- 1. applying Contract and Performance Management that has maximised the efficiency and/or improved the quality of contracts.

In addition to the essential criteria outlined above, the following competences will be tested at interview.

Resources

The ability to assist in identifying and bid for effective resource allocation for activities; and approve, plan, monitor, evaluate and control the use of resources.

People

The ability to develop teams and individuals to encourage innovation, improve performance and meet business objectives; plan, allocate, monitor and evaluate work carried out by teams, individuals and self; create, maintain and enhance effective working relationships; assess own development needs and develop self to improve job performance and fulfil future potential and to select personnel.

Information and Communication

The ability to seek, organise, evaluate and communicate information in order to meet customer needs; analyse information to solve problems and make decisions; communicate message/information to others in order to influence them and gain their commitment.

7. FURTHER INFORMATION

- 7.1 If you require more information on the recruitment process please contact the Human Resources Office on 028905 21923.
- 7.2 Further information about the NI Assembly can be obtained on the Internet at website: www.niassembly.gov.uk.

8. INTERVIEW

8.1 Criteria-based Interview

Final selection of candidates will be based on performance at criteria-based interview(s) structured around the qualities, skills and experience sought in the essential criteria section of the job specification as well as the core competencies listed above. All candidates will be expected to display an acceptable level of competence in each of these areas. Offers of appointment will be made in order of merit.

9. COMPLETION OF APPLICATION FORMS

- 9.1 **The selection panel may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability. It is therefore essential that applicants describe fully in the application form the extent to which they satisfy the above criteria. It is not appropriate simply to list the various posts that the applicants have held. The**

selection panel will not make assumptions from the title of the applicants' posts about the skills and experience gained.

- 9.2 **It will be the responsibility of applicants to demonstrate clearly on their application forms how they satisfy the essential and shortlisting criteria. Applicants must use only the application forms provided and must not submit additional material in support of their application forms.**

10. TERMS AND CONDITIONS OF APPOINTMENT

- 10.1 These appointments are permanent and will be made by The Commission. The successful applicants will be employees of the Commission. All appointments are subject to the satisfactory completion of a six-month probationary period.
- 10.2 The standard working week is 37 hours, excluding meal breaks (42 hours gross). Working hours will be dictated by the mode of operation of the NI Assembly and may involve work into late evenings, at weekends and on public holidays.
- 10.3 The salary scale for this post is £37,219 to £42,161 and your starting salary will be £37,219 per annum.
- 10.4 In addition to the usual public and privilege holidays, there is an annual leave allowance of 25 days, increasing to 26 days after 4 years of service and to 30 days after 5 years of service. Applicants should be aware that a major influence in determining when leave can be taken will be the parliamentary timetable.
- 10.5 Subject to eligibility, a childcare allowance scheme is available.
- 10.6 Successful applicants will be given suitable training, including formal specialised courses as necessary.

11 PENSIONS

- 11.1 The NI Assembly offers all new employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at:

<http://www.dfpni.gov.uk/civilservicepensions-ni/index/new-members.htm>

If you are unable to access the website or require the information in another format please contact:

The Pensions Manager
Human Resources Office
Room 402

Parliament Buildings
Ballymiscaw
Stormont
BT4 3XX
Tel: 028 9052 1685

- 11.2 Please note that the NI Assembly does not use HR Connect.

12. APPLICATIONS

- 12.1 Under fair employment legislation, the Commission is required to monitor the community background of those applying to fill vacancies. Applicants must, therefore, complete the equal opportunities monitoring section of the application form.
- 12.2 The Commission is committed to equality of opportunity in employment and welcomes applications from all suitably qualified candidates irrespective of gender, marital or family status, religious belief/political opinion, disability, age, race, nationality or sexual orientation. **All applications for employment will be considered on the basis of merit.**

This job specification should not be taken as constituting conditions of employment and should be read in conjunction with "Guidance for Applicants".

Northern Ireland Assembly Secretariat Organisation Structure

