



Northern Ireland  
Assembly

<b>Job Title:</b>	<b>Head of Procurement</b>
<b>Salary range:</b>	<b>£60,143 - £61,967</b>
<b>Grade:</b>	<b>Assembly Grade 4</b>
<b>Directorate:</b>	<b>Legal, Governance and Research Services</b>
<b>Business Area/Office:</b>	<b>Procurement Office</b>
<b>Accountable to:</b>	<b>Director of Legal, Governance and Research Services</b>
<b>Accountable for:</b>	<b>Procurement Managers (Assembly Grade 5)</b>

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**Job Purpose:**

The Head of Procurement is a key post within the Assembly Commission, having full responsibility for developing and implementing procurement policies and procedures across the organisation, influencing strategic decisions and taking overall responsibility for the procurement of high value and high risk goods and services.

The Head of Procurement will be expected to lead the development of all corporate procurement policies, strategies and guidance. The post-holder will ensure that the Assembly Commission embeds best practice and value for money in relevant processes and complies with all legislative and regulatory requirements. The post-holder will be expected to keep fully up-to-date with all procurement developments, including matters relating to the Public Contracts Regulations 2015, EU Exit, contract law and other relevant legislation and guidance.

**Job Description:**

The Head of Procurement currently has delegated authority to approve any procurement strategies for a value greater than £30k and for awarding such contracts.

The main duties and responsibilities of the job include:

Specific Procurement Responsibilities:

- Formulating, reviewing, implementing and monitoring the Assembly Commission's corporate Procurement Policies and Guidance, ensuring compliance with the Public Contracts Regulations 2015;
- Managing procurement projects of high value and risk. As a minimum this will include all procurements of a value greater than that stated in the corporate Procurement Policies and Guidance (currently £30k);
- Ensuring procurement issues are highlighted and considered for all strategic decisions; and
- Taking responsibility for the achievement of procurement related Value for Money contribution to Assembly Commission spend.

Management of the Procurement Office:

- Leading, managing and supporting the development of Procurement Office staff including conducting performance conversations;
- Ensuring there is an emphasis on continuous learning and professional development of Procurement Office staff;
- Managing the Procurement Plan and allocating projects to Procurement Managers; and
- Managing the Procurement Office in order to maintain continuous improvement of service levels and standards including determining, bidding for, controlling and evaluating effective use of Assembly Commission resources.

Provision of advice, guidance and information:

- Developing and providing specialist procurement advice and/or services to the Assembly Commission;
- Providing assurance to the Director of Legal, Governance and Research Services and to senior management that all procurement projects are being managed to the expected standards and targets;
- Presenting and leading the dissemination of procurement information to external bodies;

- Promoting staff awareness of procurement procedures, policies and developments;
- Developing good supplier management and contract management guidance; and
- Producing high quality written material, which may include papers to the Assembly Commission; reports to senior staff; tender documentation; contracts; recommendations to clients; records of negotiations or reports of de-briefing unsuccessful tenders.

General:

- Complying 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;
- Managing information and records in accordance with established policies and statutory requirements; and
- Carrying out such other duties as the Assembly Commission reasonably requires.

**Essential Criteria:**

1. Applicants must, by the closing date for applications have:

Membership of the Chartered Institute of Purchasing and Supply (MCIPS).

**AND**

2. At least 3 years' experience in each of the areas detailed at (a) to (d):
  - a) Developing and implementing procurement policies, procedures and guidance;
  - b) Successfully leading procurement projects with individual values greater than the current procurement thresholds set out in the Public Contracts Regulations 2015;
  - c) Leading, managing and supporting staff to ensure effective service delivery and specific outcomes; and

- d) Effectively managing the delivery of a programme of complex procurement projects.

**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 upon these matters at a senior level\* within an organisation.

**Shortlisting Criteria:**

Should shortlisting be required, the following shortlisting criteria will be applied:

- At least 2 years' experience of developing and negotiating contract terms and conditions and advising on contractual issues.

*\*Senior level is defined as a Director, Head of Business, NICS Grade 7, company board member or equivalent.*

In addition, applicants will be expected to display the following skills and behaviours, which will be assessed at interview.

**Delivering a quality service**

...is about providing a high-quality and efficient service to our customers. It is thinking ahead, managing resources effectively and delivering work on time and to a high standard. It is also using professional or technical expertise to enhance service delivery.

**Building relationships and effective communication**

...is creating and maintaining positive, professional and respectful internal and external working relationships through effective and appropriate communications.

### **Initiating improvement and delivering change**

...is looking for and being open to new and innovative ideas and improvements to the service provided. It is being flexible and adapting positively and professionally to sustain performance when the situation changes, workloads increase or priorities change. It is about forming sound, evidence-based decisions and being accountable for results.