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**Grade VII - Procurement Officer**

**Department of Corporate and Procurement**

**Job Description**

**Nature of Post**

Permanent Full Time Grade VII Post.

**Location**

Kerry ETB Head Office.

**Reporting/Accountability Relationship**

Head of Corporate and Procurement Department, Director of Organisation Support & Development, Chief Executive Officer.

**Salary Scale**

Grade VII Officer Salary Scale: €57,674- €74,978 11-point scale.

**Post Summary**

This a senior position reporting to the Head of Corporate and Procurement. The successful applicant will be responsible for coordinating and monitoring the work of the Centralised Procurement and Purchasing Unit. Developing and implementing the Kerry ETB Corporate Procurement Plan.

**Key areas of responsibility**

This Grade VII role will include, but not be limited to, the following:

1. Development and review of the Kerry ETB Procurement Policies and Procedures, ensuring that procurement procedures are adequately documented, appropriately approved and in line with the Public Procurement Guidelines.
2. Annual analysis and forecasting of expenditure and spend by category and contract type.
3. Planning procurement activity including developing specifications and procurement documentation to meet Kerry ETB forecasted spend and address compliance challenges.
4. Reporting on any non-compliant procurement to be disclosed in the Kerry ETB Statement of Internal Controls.
5. Identifying and implementing remedial action to address non-compliant procurement.
6. Development and implementation of the Kerry ETB Corporate Procurement Plan.
7. Promote teamwork within the CPPUs.
8. Development and maintenance of the Kerry ETB contract register, including overseeing the process of transitioning to a Tender and Contract Management IT Solution.
9. Research issues thoroughly, consult appropriately to gather all information needed on an issue. Provide up-to-date guidance on legislation applicable to ETB procurement.
10. To participate in all fora/groups on which they are assigned by Kerry ETB.
11. Ensuring roles and responsibilities for the procurement and purchasing processes from approval to purchase request to contract are clearly defined and documented.
12. Liaise with Government and Public Sector buying Agencies/Consortia.
13. Promote/organise/participate as appropriate in staff development programmes relevant to the area.
14. Co-ordinate/deliver procurement training for staff and management involved in procurement.
15. Manage e-Tender projects including co-ordinating engagement with existing suppliers and information provision.
16. Ensuring that contracts entered into are appropriately documented, managed.
17. Ensure where available national frameworks agreements are utilised.
18. Conflicts of interest are identified and appropriately managed throughout procurement and purchasing processes.
19. Manage and oversee the Unit’s internal control processes, including sampling and testing, to ensure compliance and efficiency.
20. Provide specialist/technical support and advice on procurement matters.
21. Maintain a strong focus on self-development, seeking feedback and opportunities for
growth.
22. Plan and prioritise work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances for self and relevant staff teams.
23. IT Systems Coordination - overseeing non-technical aspects of the Procurement and Purchasing System - managing CPPU staff user access permissions, requesting necessary system change requests.
24. Processes and procedures in place for retaining data to meet legal and regulatory requirements including off-site data storage.
25. Support and participate in internal and external audit and the implementation, review and updating of previous procurement and purchasing audit findings.
26. Bring a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise.
27. Develop capability of the CPPU team through supportive feedback, managed induction, probation, coaching and creating opportunities for skills development.
28. Other duties appropriate to the grade, as may be assigned from time to time by the Director of Organisation Support and Development or Chief Executive.
29. Carry out the lawful orders of the Chief Executive Officer.

The above list of accountabilities may be varied having regard to the changing needs of the Scheme and the terms of the post can include delivery of responses to unpredictable work demands as they arise.

**Person Specification**

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| As per CL 0008/2017, candidates for a Grade VII post must:* have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service;
* be capable and competent of fulfilling the role to a high standard;
* have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise;

**Desirable Criteria** * Achieved or be at an advanced stage of working towards a Level 8 qualification or higher in a relevant area
* Experience of staff supervision
* Excellent administrative and IT Skills
* Strong Communication Skills, both written and oral.
* Demonstrable initiative
* Strong attention to detail

**Competencies Required**Kerry ETB Core Values of Respect, Quality, Equality, Inclusion and Excellence in Learning are the guiding principles of the organisation and underpin the competencies required to fulfil this role.  The appointee to the Grade VII post will be required to show evidence of the following competencies:**Specialist Knowledge, Expertise and Self Development** * Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the ETB and effectively communicates this to others.
* Displays high level of skills/expertise in the area and provides guidance to colleagues.
* Has a high level of expertise and broad Kerry ETB sector knowledge and has a thorough understanding of the Code of Practice for the Governance of Education and Training Boards
* Is focused on self-development and strives to improve performance.
* Has the required level of knowledge and expertise to undertake the technical aspects of the role.

**Analysis & Decision Making** * Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
* Draws accurate conclusions and makes balanced and fair recommendations backed up with well-reasoned rationale and stands by these.
* Has capacity to work on own initiative to support other staff and to deal with unexpected problems that can arise.
* Understands the practical implications of information in relation to the broader context in which s/he works – procedures, service objectives, etc.

**Management & Delivery of Results** * Takes ownership of tasks and sees them through to a satisfactory conclusion.
* Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation.
* Delegates work effectively, providing clear information and evidence as to what is required.
* Minimises errors, reviewing learning and ensuring, remedies are in place.
* Proactively identifies areas for improvement and develops practical suggestions for their implementation.
* Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
* Applies appropriate systems/processes to enable quality checking of all activities and outputs.
* Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.

**Team Leadership** * Works with the team to facilitate high performance, developing clear and realistic objectives and addressing any performance issues if they arise.
* Provides clear information and advice as to what is required of the team.
* Strives to develop and implement new ways of working effectively to meet objectives.
* Leads the team by example, coaching and supporting individuals as required.
* Places high importance on staff development, training and maximising skills & capacity of team.
* Is flexible and willing to adapt, positively contributing to the implementation of change.
* Deals with any tensions within the team in a pro-active manner.
* Encourages, listens to and acts on feedback from the team to make improvements.
* Actively shares information, knowledge and expertise to help the team to meet agreed objectives.

**Interpersonal & Communication Skills** * Builds and maintains contact with colleagues and other stakeholders to assist in performing role.
* Acts as an effective link between staff and senior management.
* Encourages open and constructive discussions around work issues.
* Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
* Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
* Presents information clearly, concisely and confidently when speaking and in writing.

**Drive & Commitment to Public Service Values** * Strives to perform at a high level, investing significant energy to achieve agreed objectives.
* Is flexible and open to change.
* Is resilient and perseveres to achieve objectives despite obstacles or setbacks.
* Is personally trustworthy and can be relied upon.
* Behaves with integrity and encourages this in others.
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