

**Candidate Information Booklet**

**Procurement Officer**

**Closing Time and Date: 4.00pm on Friday, 10th May 2019**

Monaghan County Council is committed to a policy of equal opportunity.

**Qualifications**

**Character:**

Candidates shall be of good character.

**Health:**

Each Candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**Education, Training, Experience, Etc.**:

Each candidate must, on the latest date for receipt of completed application forms:

1. be a serving employee in a Local Authority, Health Service Executive, Education & Training Board in the State, Institute of Technology, the General Medical Services (Payments) Board, St. James’s Hospital Board, Beaumont Hospital Board, An Bord Altranais, the Local Government Management Agency, the Northern and Western Regional Assembly, the Southern Regional Assembly and the Eastern and Midland Regional Assembly **and** have, satisfactory experience at a level not lower than that of Assistant Staff Officer.
2. have not less than two years satisfactory experience either in that post or at a level not lower than that of Clerical Officer in one of the organisations set out in paragraph (a) above;
3. possess a good standard of administrative experience and adequate experience in office organisation and in the control of staff.

**Essential Skills and Experience:**

1. (i) Hold a recognised procurement qualification;

**OR**

(ii) a minimum of 2 years strategic procurement experience including:

* Practical procurement experience in either managing or establishing commercial arrangements;
* Experience of best practice procurement, EU Procurement Directives and Public Service Procurement Environment, and
* Knowledge of OGP/LGOPC National Procurement Strategy;

1. Have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff;
2. Have good knowledge and awareness of Health & Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace.

**Post of Procurement Officer**

**Person Profile**

The Procurement Officer is a middle management position within Monaghan County Council and is responsible for developing and implementing procurement policy and strategy, coordinating procurement practices to ensure compliance, minimise risk and maximising savings and benefits available to the Local Authority from procurement activities.

The Procurement Officer contributes to and implements the strategic and policy decisions of the Council, through ensuring the implementation of operational plans.

The post holder will be expected to work closely with senior managers, procurement team and elected representatives in delivering services to the highest standard and to contribute to the development and implementation of strategies and policies.

The Procurement Officer is the primary point of contact and liaison with other departments or directorates in relation to all operational matters for Procurement Services.

The Procurement Officer is expected to carry out their duties with an understanding of the political context of local government and in such a manner that enhances public trust and confidence and ensures impartial decision making.

**Duties and Responsibilities:**

The Procurement Officer will be required to:

* Ensure that Monaghan County Council’s Corporate Procurement Plan is implemented in full by the prescribed dates
* Have up to date knowledge of relevant public procurement legislation, guidance and circulars and ensure compliance with Sectoral, National & EU Rules
* Provide procurement guidance and support to Council personnel
* Introduce best practice methods to ensure that goods, services and works are procured in compliance with all relevant legislation and guidelines, while managing risk and achieving value for money
* Actively promote the procurement function within Monaghan County Council including the development and improvement of training and skills of staff involved in the procurement and purchasing process
* Develop and maintain standard documentation and templates for use in procurement process
* Identify risk of non-compliance and co-ordinate aggregation of requirements
* Lead savings initiatives / strategy
* Develop, maintain and implement procurement policy, plans and procedures
* Maintain the Registers of Procurement and Register of Contracts
* Act as Administrator for the Council’s presence on Supplygov and eTender portals
* Complete the annual Quality Assurance requirements of the Public Spending Code and comply with all requests in relation to data returns to relevant bodies
* Optimise the number of buyers within Monaghan County Council, collaborating with LEO and similar bodies to provide procurement training/information to local SMEs
* Engage with National Procurement Strategy on implementation of National contracts, liaise with LGMA, OGP, LGOPC and any other relevant bodies
* Engage with Local Authorities at Regional level to leverage best value in the market place
* Monitor and report on procurement performance
* Monitor supplier performance and contract management
* Carry out such duties as may be required by the Directorate/Head of Section or other designated officer.

**The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above and to take instruction from and report to an appropriate officer or such designated officer as may be assigned from time to time by Monaghan County Council.**

**Post of Procurement Officer**

**Particulars**

1. **Position**

The post is wholetime and pensionable.

### Superannuation Conditions

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration. They may also be required in respect of the Local Government (Spouses and Children’s Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority who are liable to pay the Class A rate of PRSI contributions will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children) for the purposes of schemes made under the Local Government (Superannuation) Act, 1980 (No. 8 of 1980). You are required in respect of spouses’ and childrens’ pension benefit to contribute at the rate of 1.5% of pensionable remuneration in accordance with the terms of schemes under the Local Government (Superannuation) Act, 1980 (No. 8 of 1980).

New entrants will be admitted to the Single Public Service Pension Scheme with effect from date of appointment. They are liable to pay the Class A rate of PRSI contribution and will be required in respect of superannuation to contribute at the rate of 3% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children) for the purposes of schemes made under the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

1. **Probation**

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

(a) there shall be a period after such appointments take effect during which such persons shall hold such position on probation,

(b) such period shall be one year but the Chief Executive may at his or her discretion extend such period,

(c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

**3. Salary**

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

**Current Administrative Officer salary scale: EL10/18**

€48,978, €50,176, €51,576, €52,979, €54,384, €55,637, €56,922, €58,166, €59,405,

LSI 1 €61,534, LSI 2 €63,672.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning, and Local Government. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January, 2011 will enter the scale at the minimum point**.

Rate of remuneration may be adjusted from time to time in line with Government Policy

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to and received by them by virtue of their post or in respect of services which they are required by or under any enactment to perform.

1. **Garda Vetting/Child Protection**

Successful candidates may be subject to the Garda Vetting Procedures and will be required to complete Appendix V of the County Council’s Child Protection Policy.

1. **Health**

For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

1. **Annual Leave**

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

1. **Working Hours**

The post entails a wide range of duties which require maximum flexibility and will be based on a 37 hour week, involving regular evening and weekend attendance where necessary.

1. **Retirement**

New Entrants to the Public Service on or after 1st January 2013 have a compulsory retirement age of 70 years under the provisions of the Public Service Pensions (Single Scheme & Other Provisions Act 2012).

New entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 do not have a mandatory retirement age.

Any candidate who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004, is subject to a compulsory retirement age of 65 years.

1. **Recruitment**

Selection of candidates for appointment shall be by means of a competency based interview conducted by or on behalf of Monaghan County Council. Marks will be awarded under the following skill sets identified for the position of Procurement Officer:-

* Knowledge, Experience and Skills
* Strategic Management and Change
* Delivering Results and Communicating Effectively
* Leading and Motivating and Managing Performance
* Personal Effectiveness

1. A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for employment may within the life of the panel be appointed as appropriate vacancies arise.
2. Applicants may be short-listed on the basis of information supplied on the Application Form and supporting documentation submitted, and only candidates shortlisted will be called for interview.
3. **Acceptance of Offer of Employment**

Monaghan County Council shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Monaghan County Council shall not appoint them.

1. **Restrictions on Eligibility**

Candidates should note that anyone who has taken part in the public service early retirement schemes set out below is not eligible to take part in this competition.

**Incentivised Scheme for Early Retirement (ISER):**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment of the same sector. Therefore, such retirees may not apply for this position.

**Department** **of Health and Children Circular (7/2010):**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

**Declaration:**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

1. **Drivers Licence**

The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification. When required to do so holders of office shall drive a motor car in the course of their duties and for this purpose provide and maintain a motor car to the satisfaction of the Local Authority

1. **Receipt of Application Forms**

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

1. **Canvassing**

Any attempt by a candidate, or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate’s favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

1. **Shortlisting**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Monaghan County Council may decide that a number only will be called to interview. In this respect, Monaghan County Council provide for the employment of a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position.

An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

1. Monaghan County Council is an equal opportunities employer.

**ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

* An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal
* Information provided by a candidate in their application form will be used for the purpose of the Procurement Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose
* **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Monaghan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

To make a request to access your personal data please submit your request by email to: [dataprotectionofficer@monaghancoco.ie](mailto:dataprotectionofficer@monaghancoco.ie) ensuring that you describe the record(s) you seek in the greatest possible detail to enable us to identify the relevant record(s).

**Note - Canvassing:**

***Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate’s favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.***

**INFORMATION SHEET – COMPETENCY FRAMEWORK & REQUIREMENTS**

A Requirement and Competency framework has been developed for the position of Procurement Officer. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

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| --- | --- |
| **Requirements:** |  |
| **Knowledge, Experience and Skills** | * Demonstrate the knowledge and understanding of the structure and functions of Local Government * Demonstrate the understanding of key challenges facing Local Government and Monaghan County Council * Understands the role of a Procurement Officer * Has relevant administrative experience * Experience of compiling, preparing and presenting reports, presentations, correspondence etc. * Has knowledge and experience of operating ICT systems * Effective budget and financial and resource management |
| **Competencies:** |  |
| **Strategic Management and Change** | * Think and act strategically. * Develop and maintain positive, productive and beneficial working relationships. * Effectively manage the introduction of change and demonstrate flexibility and openness to change. |
| **Delivering Results**  **and**  **Communicating Effectively** | * Contribute to the development of operational plans and lead the development of team plans. * Plan and prioritise work and resources effectively. * Establish high quality service and customer care standards. * Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations. * Have effective verbal and written communication skills |
| **Leading and Motivating and Managing Performance** | * Lead, motivate and engage employees to achieve quality results and Corporate Objectives. * Effectively manage performance of procurement practices throughout the organisation. |
| **Personal Effectiveness** | * Take initiative and seek opportunities to exceed goals. * Manage time and workload effectively and operate in an environment with significant complexity and pace. * Maintain a positive, constructive and enthusiastic attitude to their role. |