

**Candidate Information Booklet**

**Procurement Officer**

**Closing Time and Date: 4.00pm on Friday 11th March 2022**

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

**Qualifications**

**Character:**

Candidates shall be of good character.

**Health:**

Candidates shall 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. (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
		- Experience of the OGP National Public Procurement Policy Framework
1. Have experience of managing staff
2. Have satisfactory experience in administrative procedures, including

 adequate practical experience in work of an executive nature, office

 organisation and control of staff;

(d) 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

(e) Possess a full unendorsed driving licence

**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.

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
* Monitor the Council’s procurement, including conducting frequent spend analysis and examination of procurement practices, record-keeping and compliance with Sectoral, National and EU Rules and provide related reports to management, as required
* Provide procurement guidance and support to Council personnel
* Coordinate and support the work of the Procurement Working Group
* Supervise Procurement staff
* 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
* Ensure that all necessary records and registers are in place and adequately maintained and updated
* 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
* Facilitate Audits and resolve audit queries
* 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
* Participate in relevant procurement networks and fora
* 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 office is wholetime and pensionable.

1. **SALARY:**

 The current salary scale for the position of Procurement Officer is:-

 €51,853, €53,122, €54,605, €56,089, €57,577, €58,903, €60,264, €61,582, €62,894

 LSI 1 €65,147, LSI 2 €67,410

 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**.

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. **PROBATION:**

 Where persons who are not already permanent employees of a local

 authority are appointed, the following provisions shall apply;

1. there shall be a period after such appointments take effect during which

such persons shall hold such position on probation,

1. such period shall be one year but the Chief Executive may at his or her discretion extend such period,
2. 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. **SUPERANNUATION**

A person who becomes a pensionable employee of the Local Authority will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

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. **RETIREMENT AGE**

Retirement age will be determined on previous Public Sector Service (if any) and will be advised on appointment.

1. **RECRUITMENT**
2. 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:-
	* Strategic Management and Change
	* Delivering Results and Communicating Effectively
	* Leading and Motivating and Managing Performance
	* Personal Effectiveness

Candidates will also be assessed at interview on the basis of how they demonstrate their knowledge, skills and experience.

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.

 **11. 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

 local authority in its absolute discretion may determine, Monaghan County Council shall

 not appoint them.

 **12 . 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. **DRIVER’S LICENCE**

 The successful applicant must be willing and be in a position to travel.

 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. **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.

***The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.***

**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.
* The onus is on each applicant to ensure that she/he is in receipt of all communication from Monaghan County Council. Monaghan County Council does not accept responsibility for communications not accessed or received by an applicant.
* **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 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**

Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

|  |  |
| --- | --- |
| **Essential 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
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| **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.
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| **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
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| **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.
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| **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.
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