

**Contracts Tendering Manager**

**Competition Information Booklet**

Please read carefully

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| **Position:** Contracts Tendering Manager  **Grade:** Engineer Grade I  **Directorate:** Public Transport Services  **Reporting to:**  Head of Public Transport Contracts Tendering  **Location:** Blended work model with office location(s) in Dublin 2  The NTA is consolidating its office locations later in 2024  to brand new office space in Haymarket, Smithfield, Dublin 7  **Starting salary:** €79,836  Closing date for receipt of completed applications:  **12pm (noon) on Friday, 5th April 2024**  **Contact: careers@nationaltransport.ie** |

The National Transport Authority is committed to a policy of equal opportunity.

**Overview of the National Transport Authority**

The National Transport Authority (NTA) is a statutory body established by the Minister for Transport on 1 December 2009.

At national level, the Authority has responsibility for securing the provision of public passenger land transport services, including subsidised bus and rail and light rail services. The Authority also licenses public bus passenger services delivered by private operators and has responsibility for the regulation of the small public service vehicle (SPSV) industry (taxis, hackneys and limousines). Other areas of responsibility include the State’s rural transport programme, integrated information systems for public transport customers, management of the Integrated Ticketing Scheme for Ireland (the Leap Card system), and regulation of vehicle clamping.

Within the Greater Dublin Area (GDA) the Authority carries additional responsibilities including:

* Strategic planning of transport;
* Development of an integrated, accessible public transport network;
* Promoting cycling and walking;
* Provision of public transport infrastructure generally including light rail, metro and heavy rail; and
* Effective management of traffic and transport demand.

The GDA includes the local authority areas of Dublin City, Fingal, Dún Laoghaire-Rathdown, South Dublin, Kildare, Meath and Wicklow.

Currently the Authority is involved in the implementation of a number of major projects and programmes, including the BusConnects programme, Metrolink, the DART+ Programme as well as a cycling infrastructure programme and various other projects and programmes in the sustainable transport area. In addition, the Authority is currently planning networks of public transport services in several towns throughout the State, and regularly reviews the effectiveness of urban networks in cities outside of the GDA at achieving transport and climate related objectives.

Further information on the Authority is available on its website [www.nationaltransport.ie](http://www.nationaltransport.ie)

The National Transport Authority wishes to recruit a suitably experienced and qualified individual to the role of Contracts Tendering Manager. Successful candidates may be placed on a panel from which future vacancies may be filled.

**Duties and Responsibilities**

The Authority is currently implementing a number of major programmes to revise and improve bus networks throughout Ireland, including city bus services as part of the BusConnects programme in Dublin, Cork, Limerick, Galway and Waterford, rural services as part of the Connecting Ireland programme, and new towns services. Public transport networks and services will continue to evolve as major new infrastructure projects are implemented in the coming years, including Metrolink and DART+ in the Dublin area, and improved rail services in Cork and other regional cities. It is a particular focus of the Authority to procure public transport networks and services in a manner that incentivises operators to provide excellent customer service quality, whilst ensuring good value for money to the State.

The Contracts Tendering Manger will be responsible for supporting the Head of Public Transport Contracts Tendering in the efficient procurement of the Authority’s Public Service Obligation (PSO) contracts with transport operators. This includes competitively tendered operating contracts of various sizes and complexity, and certain directly awarded contracts as required.

The role requires the preparation of contractual terms and conditions and technical specifications for the services to be provided as part of a public transport services contract, as well as the tendering, evaluation and award of contracts and will involve working with the Public Transport Contracts team on the mobilisation of operators to operate services post contract award.

The successful candidate will be responsible for developing contractual requirements that incentivise operators to provide continuous improvements to customer service quality, and meet their evolving travel needs, whilst ensuring good value for money to the State.

The Contracts Tendering Manger will work with the contract performance team, to set appropriate contractual performance standards.

The role requires close collaboration with other sections within the Public Transport Services Directorate, as well as other teams in the Authority in relation to the planning of new services, and the provision of new infrastructure or on-street priority required to support services.

The key duties of the Contracts Tendering Manager are to:

* Work with the Head of Public Transport Contracts Tendering to develop and implement strategies to ensure public transport services contracts of all types meet passenger needs, and are procured and in a timely and effective manner;
* Manage and undertake the preparation of invitation to tender documents (and all related documents) and participate in the technical evaluation of tenders;
* Manage and undertake the preparation of contract documents, technical schedules and service specifications for public transport services contracts, appropriate to the type of services being procured, working with other teams in the Public Transport Services Directorate, in particular the Head of Public Transport Contracts and their team, and with NTA legal and technical advisors as required;
* Develop customer focused contract performance indicators that incentivise continuous improvements to service delivery and incentivise the operator to provide contracted services in a cost efficient manner;
* Continuously monitor and evaluate operator performance under existing contracts, to understand effectiveness of contractual requirements and standards in maintaining and driving improvements in operator performance;
* Review and make recommendations regarding approval of non-service related contract variations requested by Operators, or initiated by the Authority, likely to have implications for other existing or future contracts;
* Draft responses to relevant elected representatives’ enquiries, customer complaints and Freedom of Information requests;
* Respond to and interface with Comptroller and Auditor General and Internal Audit function as required;
* Work with colleagues elsewhere in the Authority to ensure mobilisation of services under new contracts is coordinated with procurement and delivery of required infrastructure and systems (bus stops, terminals etc.), depots, fleet, and on-board systems;
* Participate and contribute as required on Authority or external steering committees, working groups or project groups related to public transport services and supporting systems; and
* Other duties related to the management or procurement of public transport services as may be required from time to time.

**Note:** The functions and responsibilities initially assigned to the position are based on the current organisational requirements and may be changed from time to time. The person appointed requires the flexibility to fulfil other roles and responsibilities at a similar level within the Authority.

**Essential Criteria**

**Please note: In order to satisfy the shortlisting panel that you meet these criteria you must explicitly reference how you meet same in your application. Failure to demonstrate these may prevent your application progressing to future shortlisting stages.**

Each candidate must meet the following requirements at the time of the competition closing:

1. Hold a minimum of an NFQ level 7 in a relevant discipline, being engineering or project management or equivalent;
2. Have at least 7 years’ relevant experience in engineering or project management and contract procurement, and a minimum of 3 years’ experience managing people;
3. Demonstrate an ability to work within, and lead, multi-disciplinary teams and have the ability to motivate, empower and encourage personnel under his/her control to achieve maximum performance;
4. Demonstrate a proven ability of simultaneously managing several different projects, prioritising appropriately and meeting key milestones on time and on budget; and
5. Possess a high standard of technical training and experience.

**Desirable Criteria**

**Please note: Should further shortlisting be required after essential criteria above, a selection of the following may be assessed.**

The ideal candidate will also:

1. Possess strong management, interpersonal and communication skills;
2. Be able to manage financial resources within a budgetary control framework;
3. Have experience in the preparation, tendering and evaluation of large service contracts;
4. Have a good knowledge of public service policies, services and activities, particularly related to public transport;
5. Have superior report writing skills together with an ability to produce high quality analysis and reporting;
6. Hold a qualification in procurement or project management; and
7. Possess good I.T. skills.

**Remuneration**

**Salary Grade: Engineer Grade I**

**Salary Scale: €79,836, €82,342, €84,856, €87,362, €89,867, €92,848, €96,240 (LSI1), €99,635 (LSI2)**

**Personal Pension Contribution (PPC) rate.** This salary is payable to an individual who is required to make a personal pension contribution (PPC) to their main pension (in general those persons whose initial appointment to the Public Service is on or after 6th April 1995).

**€75,894, €78,223, €80,611, €82,998, €85,373, €88,204, €91,430 (LSI1), €94,656 (LSI2)**

**Non Personal Pension Contribution (non-PPC) rate.** This salary is payable to an individual who is not required to make a personal pension contribution (PPC) to their main pension scheme.

**Annual Leave:** 30 days per annum. This leave is on the basis of a five day week and is exclusive of the usual public holidays.

**Note:**

* entry will be at point 1 of the scale and will not be subject to negotiation;
* different pay and conditions may apply if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant;
* the rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Contract:** Permanent Contract

**Probation:** There is a 6 month probationary period which may at the discretion of the CEO be extended to 10 months.

**Selection Process**

Prior to completing your application please read the Important Candidate Information Booklet on our careers page here: [www.nationaltransport.ie/about-us/careers](https://www.nationaltransport.ie/about-us/careers/)

**How to Apply**

Please submit your application in one single word document or PDF referencing the title of the role you wish to apply for in the subject of the email to **careers@nationaltransport.ie** with the following:

1. A comprehensive cover letteroutlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements for the role of Contracts Tendering Manager;
2. A comprehensive CV (not to exceed 3 pages); and
3. A fully completed Key Achievements Form (attached).

Please note that omission of any or part of the 3 requested documents, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

**Closing Date**

**The closing date and time for applications is strictly 12pm (noon) on Friday 5th April 2024. Applications received after the specified deadline cannot be accepted.**

If you do not receive an acknowledgement of receipt of your application within 2 working days of applying, please email **careers@nationaltransport.ie.**

**Contracts Tendering Manager - Key Competencies**

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| **Leadership** | Actively contributes to the development of the strategies and policies of the Department/ Organisation |
| Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise |
| Leads and maximises the contribution of the team as a whole |
| Considers the effectiveness of outcomes in terms wider than own immediate area |
| Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks |
| Develops capability of others through feedback, coaching & creating opportunities for skills development |
| Identifies and takes opportunities to exploit new and innovative service delivery channels |
| **Judgement, Analysis & Decision Making** | Researches issues thoroughly, consulting appropriately to gather all information needed on an issue |
| Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data) |
| Integrates diverse strands of information, identifying inter-relationships and linkages |
| Uses judgement to make clear, timely and well-grounded decisions on important issues |
| Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders |
| Takes a firm position on issues s/he considers important |
| **Management & Delivery of Results** | Takes responsibility for challenging tasks and delivers on time and to a high standard |
| Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances |
| Ensures quality and efficient customer service is central to the work of the division |
| Looks critically at issues to see how things can be done better |
| Is open to new ideas initiatives and creative solutions to problems |
| Ensures controls and performance measures are in place to deliver efficient and high value services |
| Effectively manages multiple projects |
| **Interpersonal & Communication Skills** | Presents information in a confident, logical and convincing manner, verbally and in writing |
| Encourages open and constructive discussions around work issues |
| Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors |
| Maintains poise and control when working to influence others |
| Instils a strong focus on Customer Service in his/her area |
| Develops and maintains a network of contacts to facilitate problem solving or information sharing |
| Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system |
| **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 unit and Department/ Organisation |
| Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities |
| Is considered an expert by stakeholders in own field/ area |
| Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role |
| **Drive & Commitment to Public Service Values** | Is self-motivated and shows a desire to continuously perform at a high level |
| Is personally honest and trustworthy and can be relied upon |
| Ensures the citizen is at the heart of all services provided |
| Through leading by example, fosters the highest standards of ethics and integrity |

**Contracts Tendering Manager - Key Achievements Form**

Having read through the key competencies and having considered the demands of the role, for each of the competencies below, please briefly demonstrate a specific example which illustrates how you have developed the relevant competency during your career to date, and which clearly demonstrates your suitability for this position.

Your answer must highlight all elements of the STAR competency framework – which is outlined below:

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| **S**ituation | Present a challenging situation you found yourself in |
| **T**ask | What did you need to achieve from the situation? |
| **A**ction | What action did you personally take to achieve this? |
| **R**esult | What was the result of your action? |

Please note, there is a maximum page count of **3 A4 pages at font size 10-12.**

The key achievements form commences on the next page.

**Contracts Tendering Manager - Key Achievements Form**

Please complete all sections of the form below.

**Where did you hear about this role (i.e. Publicjobs.ie, Irishjobs.ie, Irish Times, LinkedIn)?**

**Name:**

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| **Leadership** |
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| **Judgement, Analysis & Decision Making** |
|  |
| **Management & Delivery of Results** |
|  |
| |  | | --- | | **Interpersonal & Communication Skills** | |  | |
| **Specialist Knowledge, Expertise & Self Development** |
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