

**Head of Procurement and Contract Management**

**Competition Information Booklet**

Please read carefully

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| **Position:** Head of Procurement and Contract Management**Grade:** Principal Officer**Directorate:** Finance and Corporate Services**Reporting to:**  Director of Finance and Corporate Services**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:** €100,885Closing date for receipt of completed applications:**12pm (noon) on Friday, 17th May 2024****Contact: ntacareers@rsmireland.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.

The Authority’s Capital Investment Programme includes an exciting and challenging range of projects and programmes for development and delivery over the coming years. These include mega-projects such as MetroLink, BusConnects Dublin and the DART+ Programme, together with numerous other major projects/programmes in the heavy rail area, light rail area, bus infrastructure and public transport fleet, in addition to a large portfolio of projects in the active travel area. Along with other initiatives in the areas of micro-mobility, transport technology and climate adaption, there are stimulating and rewarding opportunities to make a real contribution to enhancing Ireland’s overall transport system.

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

**Duties and Responsibilities**

Procurement and contracting activity in the NTA has significantly increased in terms of the value of contracts awarded from €5.3m in 2015 to €661m in 2023 across 80 procurement projects (2024 estimated to be in excess of €1bn). The increased value and complexity of contracts requires both an increased level of procurement and contract administration personnel, along with a greater depth of expertise in the delivery of contracts to conclusion. Upcoming and on-going Authority procurement projects over the next three years include BusConnects, Next Generation Ticketing, BusConnects Cork and DART+, which will significantly increase procurement and contract management activity. The Authority has a requirement for Head of Procurement and Contracts who will carry out the functions listed below, to the highest standards.

* Drive the strategic direction of procurement and contract management in the NTA;
* Lead and manage the effective delivery of the NTA’s procurement activities and tender competitions in line with best practice;
* Ensure that contracts are procured in a way that manages the NTA’s exposure to risk and are also commercially attractive to the market;
* Ensure contracted services are procured in a manner that meets the key objectives of providing a high quality public transport service to customers whilst also delivering value for money;
* Oversight, coordination and participation in the dialogue process for more complex Competitive Dialogue and Negotiated Procedure procedures;
* Participation in Steering Committees for major projects;
* Design and implement policies and processes to ensure that the NTA maintains compliance with all relevant procurement and purchasing laws and regulations;
* Lead and develop a team of 18 procurement professionals, including the establishment of a network of category specialists;
* Develop, implement and maintain a Corporate Procurement Plan and produce a rolling Quarterly Procurement Plan and distribute monthly update reports against plan;
* Produce a dedicated KPI dashboard for Procurement function, and regularly report to senior management and the Board in relation to the agreed performance metrics;
* Develop and maintain appropriate management information systems, which will meet the demands of the NTA in relation to procurement;
* Proactively apply best supply chain practice, consistent with the needs of the NTA;
* Liaison with the Office of Government Procurement and ensuring utilisation of Government Contract and Framework Agreements where possible;
* Delivery of financial and non-financial value improvements through the management of wider supply chain;
* Assist business partners in the preparation of tender specifications, developing bid evaluation models, and tendering documentation in conjunction with the NTA’s procurement policies;
* Continually evaluate internal stakeholder satisfaction and implement any changes necessary to meet service needs;
* Review existing work practices, policies and procedures to identify opportunities for improvement and introduce any required change initiatives;
* Design and implement risk management policies and procedures for the NTA’s procurement and contract management activities;
* Leading the contract management function, embedding best practice, and establishing standardised contract administration processes;
* Ensure the Authority’s Contract Management System is kept up to date and continuously developed to meet emerging needs;
* Monitoring, reporting, and continuous improvement of the effectiveness of contract management practices in the organisation;
* Ensure transitional processes are in place in relation to services being transferred from an incumbent supplier to a new supplier and in particular consideration and application of TUPE provisions;
* Ensure that strong internal controls are in place for procurement and contract management;
* Preparation and presentation of contract awards requiring Board level approval;
* Oversight of contract execution processes and contract amendments with relevant suppliers;
* Support business partners, including Finance, in the preparation of corporate budgets using the information available;
* Coordinate internal audits and the C&AG audit of the procurement and contract management functions;
* Act as a specialist in the areas of procurement, contract management and supply chain matters, and provide advice and guidance to NTA Staff;
* Liaise as necessary with the Department of Transport and other state agencies;
* Keep abreast of new developments and legislative changes and actively promote continual professional development of the procurement and contract management teams;
* Ad hoc project work.

**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 qualification in business, law, finance, administration or similar discipline, and/or have a professional qualification;
2. Have a relevant public procurement qualification;
3. Have at least 9 years experience of conducting procurement competitions at national and EU levels;
4. Have 7 years or more experience of managing teams, with at least 5 years’ experience of managing procurement teams;
5. Have strong knowledge of Irish Procurement Regulations, EU Procurement Directives and relevant case law;
6. Have good experience of more complex procurement methods such as Competitive Dialogue and Negotiated Procedure;
7. Have knowledge and experience of Green Public Procurement (GPP);
8. Have sound judgment and strong decision making skills;
9. Have good financial and analytical skills;
10. Have excellent interpersonal and communication skills;
11. Have the ability to work on own initiative, as part of a team and as leader of a group; and
12. Have the ability to influence and negotiate at a senior level.

**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. Knowledge of practices/procedures of the public sector;
2. A Kings Inns Advanced Diploma in Procurement Law or equivalent;
3. Project management skills and experience;
4. Experience of implementing procurement and/or contract management systems;
5. Knowledge of corporate governance and the requirements of the Code of Practice for the Governance of State Bodies; and
6. Knowledge of the Public Spending Code.

**Remuneration**

**Salary Grade: Principal Officer**

**Salary Scale: €100,885, €105,166, €109,414, €113,693, €117,303, €121,048 (LS1), €124,787 (LS2)**

**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).

**€95,842, €99,902, €103,939, €108,011, €111,439, €114,998 (LS1), €118,548 (LS2)**

**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 **ntacareers@rsmireland.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 Head of Procurement and Contract Management;
2. A comprehensive CV (not to exceed 3 pages);
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 May 17th 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 **ntacareers@rsmireland.ie.**

**Head of Procurement and Contract Management- Key Competencies**

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| **Leadership & Strategic Direction** | Leads the team, setting high standards, tackling any performance problems & facilitating high performance |
| Facilitates an open exchange of ideas and fosters and atmosphere of open communication |
| Contributes to the shaping of Departmental / Government strategy and policy |
| Develops capability and capacity across the team through effective delegation |
| Develops a culture of learning & development, offering coaching and constructive / supportive feedback |
| Leads on preparing for and implementing significant change and reform |
| Anticipates and responds quickly to developments in the sector/ broader environment |
| Actively collaborates with other Departments, Organisations and Agencies |
| **Judgement & Decision Making** | Identifies and focuses on core issues when dealing with complex information/ situations |
| Assembles facts, manipulates verbal and numerical information and thinks through issues logically |
| Sees the relationships between issues and quickly grasp the high level and socio-political implications |
| Identifies coherent solutions to complex issues |
| Takes action, making decisions in a timely manner and having the courage to see them through |
| Makes sound and well informed decisions, understanding their impact and implications |
| Strives to effectively balances the sectoral issues, political elements and the citizen impact in all decisions |
| **Management & Delivery of Results** | Initiates and takes personal responsibility for delivering results/ services in own area |
| Balances strategy and operational detail to meet business needs |
| Manages multiple agendas and tasks and reallocates resources to manage changes in focus |
| Makes optimum use of resources and implements performance measures to deliver on objectives |
| Ensures the optimal use of ICT and new delivery models |
| Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements |
| Instils the importance of efficiencies, value for money and meeting corporate governance requirements |
| Ensures team are focused and act on Business plans priorities, even when faced with pressure |
| **Building** **Relationships &** **Communication** | Speaks and writes in a clear, articulate and impactful manner |
| Actively listens, seeking to understand the perspective and position of others |
| Manages and resolves conflicts / disagreements in a positive & constructive manner |
| Works effectively within the political process, recognising & managing tensions arising from different stakeholders perspectives |
| Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals |
| Proactively engages with colleagues at all levels of the organisation and across other Departments// Organisations and builds strong professional networks |
| Makes opinions known when s/he feels it is right to do so |
| **Specialist Knowledge, Expertise and Self Development** | Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department/ Organisation |
| Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role |
| Maintains a strong focus on self-development, seeking feedback and opportunities for growth |
| **Drive & Commitment to Public Service Values** | Consistently strives to perform at a high level |
| Demonstrates personal commitment to the role, maintaining determination and persistence while maintain maintains a sense of balance and perspective in relation to work issues |
| Contributes positively to the corporate agenda |
| Is personally trustworthy, honest and respectful, delivering on promises and commitments |
| Ensures the citizen is at the heart of all services provided |
| Is resilient, maintaining composure even in adverse or challenging situations |
| Promotes a culture that fosters the highest standards of ethics and integrity |

**Head of Procurement and Contract Management- 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.

**Head of Procurement and Contract Management- 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 & Strategic Direction** |
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| **Judgement & Decision Making** |
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| **Management & Delivery of Results** |
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| **Building Relationships & Communication** |
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| **Specialist Knowledge, expertise & Self-Development** |
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