

PROCUREMENT COMPLIANCE MANAGER ROLE SPECIFICATION



BACKGROUND

NIE Networks is finalising a new business plan to cover the next price control period (RP7) from 2025 to 2031. RP7 includes a plan to invest £3bn to enable Northern Ireland to meet the targets in the Climate Change Act and generate economic growth, acting as a facilitator to the ambitions of businesses in Northern Ireland. This involves a once-in-a-generation overhaul of the electricity network.

To fulfil such ambitious plans NIE Networks must grow across many fields of expertise including Procurement.

At NIE Networks, we spend in the region of £150m annually with suppliers on the development and maintenance of our asset base and the delivery of day to day operations. The procurement department has responsibility for an extensive portfolio of supplies, works and services, ensuring that the best possible commercial and technical outcomes are delivered.

The Procurement department has responsibility to assist all of NIE Networks' business units in delivering effective operational requirements by ensuring procurement activity complies with the principles of non-discrimination, equal treatment and transparency in dealing with suppliers, and is in compliance with the Utilities Contracts Regulations 2016.

To facilitate Northern Ireland's net zero carbon future, we have significant investment plans for the electricity network and this will be supported by the creation of new jobs. In order to support this planned growth, we are seeking to recruit a number of additional procurement roles to support the existing procurement team.

THE ROLE

A new exciting opportunity is now available to work within our Procurement team as a **Procurement Compliance Manager**. We are seeking to strengthen the team by recruiting an experienced Procurement Professional with experience in Compliance on a permanent basis. Suitable candidates will ideally have a proven track record in procurement management covering Suppliers, Works and Services within the Public Contract Regulations Experience and/or the Utilities Contract Regulations 2016.

Reporting to the Head of Procurement the primary focus for the successful candidate will be taking ownership of the compliance, training needs of the procurement department and agreeing with the wider procurement team the strategic procurement method for all procurement activity.

Summary of the Job Role

The role includes the following key deliverables:

- Lead and manage the analysis of the Procurement Departments workload, agreeing what procurement approach / route is best suitable to support different scenarios, including delivery such as traditional, Design and Build / Turnkey or outsourced
- Liaising with the Procurement Team, and in consideration of the procurement pipeline, ensure the teams are adequately organised, supported, and skilled, address and resolve delays or bottlenecks to suit different scenarios
- Develop and execute Procurement strategies that align with business objectives, customer expectations and the changing procurement environment. Identify opportunities for process improvements
- Develop and manage the Procurement Departments training requirements to ensure it is up to date and reflective of all Legislative and best practice developments
- Take responsibility for overall Procurement Compliance, through monitoring and facilitating new Legislative requirements, and the refreshing of current procurement documentation
- When required support the wider procurement team in delivering procurement activity, ensuring that the best possible technical and commercial outcomes are delivered in the award of those contracts, compliant with the Utilities 2016 Regulations

- Engaging with key internal business stakeholders to provide solutions that ensure no disruption to supply chain and or planned procurement activity
- Developing and maintaining good relationships with strategic suppliers and internal stakeholders
- Producing clear, logical and succinct written reports and contract recommendations of a standard suitable for submission to the NIE Networks Executive
- Embracing e-procurement technologies in order to maximise the efficiency of the procurement process, including own upskilling of new technological developments
- To provide effective leadership, including the management of the Performance & Development Journey, for staff reporting to you

You will require a high degree of self-motivation, a willingness to work in a flexible manner and the ability to travel throughout Northern Ireland. Agile home working and flexible working arrangements may be available on request.

THE INDIVIDUAL

Essential Criteria

- A minimum of 5 years' experience in a procurement related environment managing a portfolio of contracts, compliant with the Utility / Public Contracts Regulations.
- Proven experience of managing office workload, agreeing what procurement approach / route is suitable in a Regulated Procurement environment.
- Proven experience of developing Procurement strategies that align with business objectives Procurement Compliance in a Regulated Procurement environment.
- Proven experience of implementing Procurement Compliance in a Regulated Procurement environment.
- Proven experience of overseeing departmental training requirements in a Regulated Procurement environment.
- Proven experience of engaging and updating stakeholders in a Procurement environment.
- A working knowledge of full procurement process including, developing strategy, engaging stakeholders, preparation of tender enquiry documents, tender analysis and tender negotiations, compliant with the Utility / Public Contracts Regulations.
- Strong IT skills with a developed knowledge of the Microsoft Office suite & experience of bespoke procurement systems.
- Highly developed communication skills with an ability to write clear and precise reports which relay complex information simply to a diverse range of people.
- A current UK driving licence and access to a vehicle.

Desirable Criteria

- Full Membership of a Relevant Professional Body or currently working towards full membership of a relevant Professional body.
- A relevant degree (or equivalent) (2:2 minimum)
- Line management experience of staff in a procurement environment.
- Proven experience of seeking out new innovative procurement solutions and maintaining professional development with regards new Legislation and Case Law in relation to the procurement advice you have provided.

CORE COMPETENCIES

The person appointed must demonstrate the following core competencies:

Communication

Able to communicate information and ideas clearly and articulately both in oral and written form. Uses appropriate language, style and methods depending on audience and the purpose of communication. Able to convey complex information clearly. Anticipates the information that others will need.

Attention to Detail

Ability to process detailed information effectively and consistently. The ability to accomplish/complete a task while demonstrating a thorough concern for all the areas involved, no matter how small. This means monitoring and checking work or information, while organising time and resources efficiently.

Flexibility

Has actively sought to learn new things on own initiative. Has responded positively to change and adapted to new situations quickly. Able to take on a diverse range of tasks equally effectively.

Team Work

Actively participates in team. Encourages co-operation. Aware of the needs of others and responds flexibly. Shares information and supports other team members. Can get things done through others and set realistic objectives. Seeks opportunities to develop others. Prioritises team goals over individual goals.

Trust - Confidentiality

Builds trust easily and generates feelings of goodwill, enabling successful collaboration and more productive outcomes. Is honest and authentic and acts with integrity, showing consistency, and being credible.

ADDITIONAL INFORMATION

The nature of the job demands that the post holder will be expected to travel from time to time. The successful candidate must therefore have the use of a vehicle. Company mileage will be paid at a generous rate.

THE PACKAGE

An attractive salary and benefits package commensurate with experience and qualifications will be available to the successful candidate. The company also offers many other [benefits](#). (The QR code will take you to the benefits section of our website)



OUR PEOPLE MATTER

At NIE Networks we realise our employees are at the heart of our success and they are the future of an ever-changing energy industry. With employee wellbeing at the core of our approach, we are continually investing in our people and are committed to helping every individual reach their full potential through both professional and personal development. We believe in nurturing effective teams and high performing leaders to deliver the best possible service for our customers.

DISABILITY

NIE Networks will provide reasonable support to disabled applicants throughout the recruitment process. Applicants who may require special arrangements should identify this clearly within their application form to enable us to make any appropriate adjustments.

DIVERSITY AND INCLUSION

NIE Networks has achieved Silver, Diversity Mark Accreditation and is committed to equality of opportunity and acknowledges the unique contribution that all potential candidates can bring in terms of their education, ethnicity, race, gender, nationality, age, religion, disability, sexual orientation and opinions. Applications are positively welcomed from all backgrounds and appointments are made on merit following a fair, open and transparent selection process.

HOW TO APPLY

Please submit a CV and cover letter together (detailing alignment to the essential criteria) via the NIE Networks recruitment portal www.nienetworks.co.uk/jobs (The best experience of this portal will be through the [Google Chrome](#) internet browser or click on the QR code.)



- Once you are in the careers page select the **Procurement Compliance Manager** role and click on **“Apply Now”**.
- You will initially be asked to create a “Candidate Area” by inputting your email address and a secure password – once you select “Create Candidate Area” you can then log in directly using these same details. The address that you register with will be the address that we contact you on.
- Select **“Apply for Vacancy”**
- Once you have created your profile upload both your CV and Cover Letter within your application.
- Please ensure to review your CV before submission as you will not have the opportunity to amend the CV once it has been submitted.
- You will receive an email confirmation once your CV and Cover Letter has been submitted (Please check your junk mail too).
- Late applications will not be accepted.

Completed CV’s and cover letter must be submitted no later than 11pm on Sunday 28 April 2024

NIE Networks is committed to the principles of public appointments based on merit with independent assessment, openness and transparency of process

FOR YOUR INFORMATION

If you would like to view up to date information about NIE Networks please visit our website www.nienetworks.co.uk or scan the QR codes below.



Or alternatively check out our social media platforms via the links provided on each graphic below.

