

SPORT IRELAND FACILITIES DAC PROCUREMENT SPECIALIST JOB DESCRIPTION

Job Title: Procurement Specialist

Job Location: Sport Ireland Facilities DAC

Reports to: Finance Manager

Terms: FT, 37.5 hour week,

Payment: DOE

Overview

Sport Ireland Facilities DAC has responsibility for the management of a number of sporting facilities. It is a fully owned subsidiary of a state body, and the company complies with Public Procurement legislation, the Code of Practice for the Governance of State Bodies as well as adheres to risk management systems and structures. The purpose of this role is to improve procurement strategies, to assist the organization to remain compliant with procurement rules and regulations, to improve effectiveness of the procurement function and to obtain best value from its procurements.

Key responsibilities:

- Develop and execute new improved procurement strategies across all departments of purchasing
- Identify opportunities for continuous improvement of procurement structure and systems
- Review and implement the company's' Corporate Procurement Plan
- Collaborate with department heads to achieve greater value for money, provide information and guidance with the tendering process and with contract management
- Continuous review and implementation of procurement policies and procedures to ensure the company remains compliant
- Supervise the tendering process include reviewing documentation and communication with suppliers
- Manage, on behalf of Sport Ireland Facilities, any challenges to procurement decisions
- Oversee the mitigation of risks for each contract and tender process
- Provide support with supplier performance reviews to ensure that contractual obligations are met and value for money is delivered during the contract period
- Quantify, segment and report on Sport Ireland Facilities total procurement spend
- Preparation of procurement and contracts status reports for management
- Develop and deliver/support procurement training for staff involved in procurement activity
- Manage queries from internal audit and Controller & Auditor General along with implementation of any procurement recommendations

Qualifications & Requirements

- A relevant degree or post graduate qualification in procurement
- A minimum of five years' experience in senior procurement roles to include a working knowledge of Public Sector procurement regulations, EU procurement regulations, the tendering system, tender management, contract and supplier management and working with National Procurement Bodies.
- Be comfortable interacting with senior management and internal departments across the organization.
- Have the ability to challenge established practices and policies.
- Excellent organisation skills with ability to multi-task and prioritise workload.
- High degree of accuracy and attention to detail.
- Proficient at MS Office