



North East Procurement Organisation
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3rd April 2018

Dear Applicant,

Systems Integrations Project Lead

Thank you for your interest in the above senior position within NEPO.

NEPO and NEPO Member Authorities utilise a range of e-enabled systems to support effective delivery of both local and collaborative procurement. These systems are provided by a range of suppliers and have evolved both organically and strategically over a number of years. However, not all aspects of the Commissioning and Procurement Cycle are digital and those that are, are not connected.

Working with our Member Authorities, consideration has been given to the opportunities which may arise from establishing an integrated system offering which streamlines all core system based procurement activity. This offering is being taken forward under the title of the '**Systems Integration Project**' and the resulting system will effectively eradicate duplication by providing one robust data set which both NEPO, our Member Authorities and our suppliers can interface through for all commissioning and procurement activities.

The system will provide us with better information, better raw data and one consistent data and narrative flow. The system will be intuitive, user friendly and consistent and ensure full compliance and transparency of commissioning and procurement processes.

As well as being of significant operational and strategic benefit to NEPO and our Member Authorities, the system will streamline many of the processes through which we interface and gather data from our supplier community – reducing duplication and adding efficiency and consistency.

The need for dedicated resource to provide capacity to lead this project is compelling and has been approved and endorsed across NEPO and our Member Authorities. As detailed in the Job Profile and Person Specification attached to this open letter, the lead for this project will be empowered to act independently, with strategic line management being provided by either the Associate Director or Head of Procurement at NEPO.

The role will involve finalising the strategic direction for the project, overseeing the procurement of the system and implementing the new system. A candidate with procurement skills will be an advantage, but additional resource for this can be

utilised outside of this Lead role. Skills used to effectively interface with stakeholders at all levels across the region will be key, and the Lead must have the personality and drive to maintain the existing regional enthusiasm. This will be undertaken against the backdrop of navigating any collaborative compromises which may arise whilst ensuring individual requirements are realised. These skills must be flanked by expert technical knowledge which will ensure the resulting offering is both in keeping with the aspirations of the project, unlocks potential and provides a platform for potential commercial opportunities through the NEPO Associate Membership scheme.

The demands in the role will be varied and noteworthy, however the personal opportunity is substantial. NEPO believe we are the first public sector organisation to design and procure such an all-encompassing end to end system and as such, NEPO and our Member Authorities will be leaders in the digital transformation of public procurement.

As indicated in the advert, informal discussions prior to application are welcomed.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Steven Sinclair', with a stylized flourish at the end.

Steven Sinclair
Head of Procurement