



## Job Profile

# North East Procurement Organisation (NEPO)

## SIP Manager

<b>Location:</b>	Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF
<b>Service:</b>	North East Procurement Organisation (NEPO)
<b>Line Manager:</b>	Head of Procurement
<b>Salary:</b>	£47,071 - Based on National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service, Column Point 52.
<b>Term</b>	23 Months
<b>Car User Status:</b>	Casual

### JOB PURPOSE

- A. Finalising the strategic direction for the Systems Integration Project ('SIP'), project managing the commissioning and implementation of the new system and implement appropriate governance arrangements for the project.
- B. Delivery of effective interfacing with stakeholders at all level across all Contracting Authorities to maintain existing enthusiasm and support collaborative goals.
- C. Oversee the delivery of expert technical knowledge to develop output-based specification which will ensure the resulting system 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 key duties of this post will include:

1. To undertake the management of the SIP in accordance with the appropriate industry standards.
2. To act as the interface between the NEPO, our Member Authorities, YorProcure membership (collectively referred to as 'Contracting Authorities herein) and the eventual supplier(s), developing strong relationships with and a deep understanding of all stakeholder needs.

3. To finalise and agree the governance arrangements around the SIP, developing appropriate project and programme boards. To negotiate and agree on all programme and project management aspects; developing timetables, setting milestones and deadlines to ensure timely delivery.
4. To be responsible for reporting through the agreed SIP Board, reporting to NEPO Senior Management and the wider NEPO Governance structure, attending internal, external, corporate and strategic meetings and to make formal written and oral presentations and reports regarding assigned programmes and projects.
5. Providing line management to the dedicated technical support and be responsible for developing and agreeing the technical outcome-based specification ensuring the system meets users' needs.
6. Ensure SIP will be delivered to an agreed schedule, within allocated resources and to the agreed quality and budget criteria.
7. To ensure that adequate security, change control and audit trail procedures are in place for systems, software, licensing, integration and interfaces in accordance with information security policies and guidelines.
8. To interpret and analyse obligations created by any legislative changes and to ensure that current legislation is adhered to in the provision of the SIP.
9. To develop and agree and oversee a comprehensive implementation of the system for all Contracting Authorities including training requirements.
10. To work with the NEPO Systems Team and existing suppliers across all Contracting Authorities to provide a harmonious business as usual service for all Contracting Authorities.
11. To maintain an awareness of the plans and priorities of all Contracting Authorities and their services to understand how the skills and services of the team can contribute to the success of SIP.
12. Where appropriate, communicate and champion the SIP to NEPO Associates Members to ensure maximum benefit is derived.
13. To maintain a good level of theoretical competence and in conjunction with other teams, identify new opportunities for the effective use of best practice methodologies and contribute to the ongoing development of strategies and services.
14. To support and maintain effective liaison across all Contracting Authorities ensuring that a customer focussed approach is embedded in all activities.

15. Undertake any other duties and responsibilities commensurate with the grading and nature of the post.

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**Essential Qualifications / Skills:**

- ITIL Foundation or equivalent experience
- Prince-2 Foundation or equivalent experience
- Analytical skills and the ability to interpret management information / reports
- Ability to negotiate effectively within constraints of resource
- Ability to prioritise work and meet deadlines
- Being able to work effectively to tight deadlines
- Ability to think laterally and solve complex problems logically
- Experience in co-ordinating and supporting the delivery of change
- Ability to be self-sufficient and use own initiative, as well as part of a team
- Proven ability to analyse problems and adopt an innovative approach to finding more efficient solutions
- Adopt a flexible approach to meet the needs of the SIP
- Competent in producing high quality project documentation and reports
- Excellent communications and influencing skills
- Effective people management skills

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**Desired Qualifications / Skills:**

- Prince-2 Practitioner
- ITIL Intermediate qualification
- Recognised qualification or previous training for business analysis
- Knowledge of local government procurement procedures
- Knowledge of formal methods of service delivery
- Understanding of analysis of strategies

<b>Competencies</b>	
Serving the Community	Develops responsive customer focused services, operates professionally and with sensitivity.
Delivering Partnerships	Promotes co-operation by working with external partners to plan, develop and deliver the best service.
Political Awareness	Appreciates political interests, positions and policies and their impact on the NEPO and our Member Authorities and their management role.
Personal Impact	Is self-aware, acts proactively, accepts personal responsibility and communicates effectively.
Focusing on Results	Plans and monitors service delivery. Works with others to enhance provision. Strives to provide a quality service and continuously improve delivery.
Leading & Developing Others	Motivates and encourages teams and individuals. Provides direction and feedback and creates a climate of respect.