

## Job Profile

### North East Procurement Organisation (NEPO) and YOR Procure

### SIP Specialist

<b>Location:</b>	North East (Guildhall, Quayside, Newcastle) or Yorkshire and Humber (Northallerton)
<b>Service:</b>	North East Procurement Organisation (NEPO)
<b>Line Manager:</b>	Direct – Head of Procurement, NEPO 'Dotted Line' <sup>i</sup> – SIP Manager
<b>Salary:</b>	Band 11, SCP 34 to 37 - £36,876 to £39,782
<b>Term</b>	Fixed until 31 <sup>st</sup> July 2020
<b>Car User Status:</b>	Casual

**Please note: this role is ringfenced to current, permanent employees of Local Authorities represented by [NEPO](#) or [YORprocure](#).  
Secondment applications are welcomed.**

#### JOB PURPOSE

- A. Provide specialist support to the strategic direction for the Systems Integration Project ('SIP'), supporting the design, commissioning and implementation of the new system and support the implementation of appropriate governance arrangements.
- B. Support the effective interfacing with stakeholders at all levels across all Contracting Authorities with the aim to maintain existing enthusiasm, overcome hurdles and support collaborative goals.
- C. Support the developed of an 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 provide specialist support to the overall management of SIP in accordance with the appropriate industry standards.
2. To provide procurement system expertise and technical knowledge.
3. To play an integral role to the SIP projects teams and procurement teams across the north east and Yorkshire, ensuring all SIP and procurement matters are addressed satisfactorily and actions agreed to address any issues.
4. To collaborate with Heads of Procurement across both NEPO and YORprocure Local Authorities to contribute to Medium- and Long-Term Financial Strategies, focusing on service prioritisation and sustainability.
5. To Recommend and support moves into new business areas liaising with other authorities to ensure a consistent approach to customers and suppliers.
6. To improve the impact, and understanding, of intelligence gathering and financial reporting on business performance.
7. To provide analysis and insight that links the successful implementation of the SIP project to business strategies.
8. To provide effective commercial procedures, to ensure key operational, commercial and financial targets are delivered within the partner authorities.
9. To continue with the building of partnerships and maintaining strong relationships with all senior managers and their teams involved in the SIP project.
10. To act as an 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.
11. Work with the SIP Board, reporting to NEPO Senior Management and the wider NEPO Governance structure, attending (as requested) internal, external, corporate and strategic meetings and to make formal written and oral presentations and reports regarding assigned programmes and projects.
12. 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.
13. 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.

14. To support the development of a comprehensive implementation of the system for all Contracting Authorities including training requirements.
15. To work with the NEPO Intelligence & Performance Specialist, YorProcure representatives and existing suppliers across all Contracting Authorities to provide a harmonious business as usual service for all Contracting Authorities.
16. 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.
17. Where appropriate, communicate and champion SIP to NEPO Associates Members to ensure maximum benefit is derived.
18. 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.
19. To support and maintain effective liaison across all Contracting Authorities ensuring that a customer focussed approach is embedded in all activities.
20. Undertake any other duties and responsibilities commensurate with the grading and nature of the post.

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### **Essential Qualifications / Skills:**

- 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 SIP
- Competent in producing high quality project documentation and reports
- Excellent communications and influencing skills
- Effective people management skills
- Analytical skills covering written, graphic, numeric and statistical information and involving risk assessment. Knowledge of risk management within a medium to large organisation
- Strong interpersonal and relationship building skills. Strong people management skills and leadership qualities. Team working skills including the ability to develop and motivate others. Proactive, self-motivated and works from own initiative
- Prioritisation of practices and processes to meet objectives and targets, especially in relation to planning, programming and organising workload, meeting targets and deadline
- Emotional intelligence and resilience
- Ability to travel across the Regions

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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.

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1. <sup>i</sup> A **dotted line manager** is a supervisory figure who can assign tasks to employees, contribute to appraisals and has day to day authority over the employees but who is not their **direct manager**.