

## Procurement Officer

### A. Details

Position:	Procurement Officer
Grade:	Executive Officer
Whole-time equivalent	Full-time (35 hours per week)
Reports to:	Head of Governance
Duration:	Permanent

### B. Role Purpose

To provide cross organisational support on the procurement processes, ensuring compliance with relevant regulations and guidelines while achieving optimal value for money. This role demands a high level of responsibility as it involves supporting staff with their procurement needs, and contributing to the effective functioning of the organisation. Attention to detail is essential. All training and support will be provided to the successful candidate so that they can become an intrinsic member of the committed and collaborative Finance team.

### C. Key Responsibilities (include but are not limited to)

- **Procurement Support**
  - Provide advice and support to staff on procurement processes, including planning, tendering, evaluation, record management, and contract management in line with the '*Arts Council Procurement Policy and Procedures*' and associated templates;
  - Assist staff on contract documentation, contract implementation, including providing advice and guidance on Service Level Agreements with suppliers and budget adherence;
  - Maintain the contracts register to provide oversight for procured contracts, including monitoring of contract expiry dates and liaising with staff to run competitions in a timely manner;
  - Provide advice to staff on procurement related issues in line with best practice;
  - Assist staff with the publication of tender documents on the new eTenders system;
  - Assist with publication of contract award notices above €25k on eTenders for competitions not advertised in eTenders.
- **Audit Support**
  - Assist with audits and reviews as required.

- **Governance Support**

- Liaise with Head of Governance to ensure the Arts Council's compliance with public procurement regulations, including EU directives and national legislation;
- Liaise with Head of Governance on the identification of public procurement risks and advise how to manage them;
- Develop and maintain a professional working relationship with key internal and external stakeholders.

**D. Qualifications, Skills and Experience required:**

- Ideally, the candidate should have a minimum of 2 years' experience as a procurement officer or in a similar position;
- Strong written and verbal communication skills with exceptional attention to detail;
- Proven excellent organisational and interpersonal skills.;
- Excellent ICT skills - including Word, Excel and Outlook;
- Ability to work well in a team environment, be self-motivated and able to manage own workload;
- Be flexible, organised and performance focused while prioritising and balancing business needs;
- A commitment to high standards of public service.

**Desirable:**

- A qualification in procurement and purchasing management;
- Experience working with Irish public sector procurement regulations and EU directives;
- A good understanding of procurement in the public sector and knowledge of OGP's Public Procurement Guidelines for Goods and Services;
- Experience working on the eTenders platform;
- Ideally have Irish language, verbal and written skills, although this is not a prerequisite for the role.