



pobal

government supporting communities



**Human Resources Pobal**

**Job Description**

**Procurement Specialist – Grade 3**

# About Pobal

Pobal works on behalf of Government, and in conjunction with communities and local agencies, to support social inclusion and local and community development. We do this by managing funding and providing support for programmes in the areas of Social Inclusion and Equality, Inclusive Employment and Enterprise, and Early Learning and Care.

Pobal is an Equal Opportunities Employer and welcomes suitably qualified applicants from all sections of society. Further information on how Pobal promotes Equality, Diversity & Inclusion (EDI) throughout our workplace for our staff can be found via this link. [Equality, Diversity & Inclusion Statement](#)

## About Procurement

The Procurement function comes under the Financial Control Unit within Pobal, working towards delivering cost effective and proactive procurements services. The Procurement Team prepare all tenders for Pobal and publish through e-tenders and utilise Office of Government Procurement (OGP) services and framework agreements, we also follow Public Procurement Guidelines both Irish and EU. The Procurement Team also authorise all Purchase Orders.

All procurement within Pobal is governed by the following core values, ensuring compliance with EU legislation and Government Guidelines, Achieving best value for money, Risk Management. The key principles of public procurement which applies to all procurement, irrespective of value, are Transparency, Mutual Recognition, Proportionality, Non- Discrimination, Equal Treatment. Pobal requires that all procurement activities are conducted in an ethical and fair manner. Staff must ensure they carry out all duties with, Integrity, Fairness, Confidentiality, Legality.

## Job Description and Person Specification

<b>Role</b>	<b>Procurement Specialist</b>
<b>Directorate</b>	<b>Financial Operations</b>
<b>Unit</b>	<b>Procurement</b>
<b>Grade</b>	<b>3</b>
<b>Reporting to</b>	<b>Procurement Manager</b>

### Role Purpose

The procurement specialist will support the Procurement Manager in the delivery of the procurement function within Pobal working towards delivering cost effective and proactive procurements services. They will have extensive knowledge of Irish and EU public procurement rules, guidelines, and regulations. They will also provide procurement services on Funded Programme Procurement matters administered by Pobal.

## Role Requirements

### Role Requirement 1

#### Corporate Procurement & General Procurement Support

- Support the implementation and maintaining of the corporate procurement plan
- Support in the implementation of appropriate processes necessary to streamline Pobal's procurement processes
- Support the development, implementation & maintaining of Pobal's Public Procurement guidelines, including working templates.
- Assist with the management of the Purchase Order function across Pobal ensuring it operates to an appropriate standard
- Develop close relationships with Pobal's Accounts Payable function,
- Provide input and assistance across Pobal on general procurement issues and vendor/contract management
- Provide procurement services around funded programmes administered by Pobal
- Develop relationships and agreements with 3rd party suppliers as necessary
- Provide procurement training both internally and externally, as necessary

### Role Requirement 2

#### Tendering

- Support tender preparation, including advising on different procurement options
- Liaise with the OGP and other Government Departments as necessary
- Complete tender processes in line with both Pobal's Procurement Procedures and EU Directives
- Complete Tender Recommendation Reports

### Role Requirement 3

#### Reporting

- Completion of expenditure analysis for determining contract value
- Assist in updating of contract spend tracking
- Assist in maintaining contract database
- Assist in preparing monthly / quarterly & annual reports

### Role Requirement 4

#### People Management

- Performance Management including PEP,1:1 supervisory meeting
- Allocate work, develop staff, and ensure effective relationships in a team working context.
- Ensure all staff are aware of adhere to regulations and procedures.
- General HR, Learning and Development
- Promote culture of accountability and innovation
- Any other duties within the general requirement of this job description which may be required from time to time

## Required Experience

- At least 3 years' experience gained in completing tender processes within a public sector environment
- Proven track record of professional and successfully negotiated procurement outcomes
- Proven, strong, efficient, and methodical work methods with the ability to handle multiple tasks in a faced paced environment
- Very Proficient in MS packages e.g., Word, Excel, Outlook, PowerPoint, SharePoint portals

## Qualifications

- Relevant Third level (e.g., Degree) or equivalent qualification is required, ideally but not necessarily within procurement

# Pobal Core Competencies - Grade 3

GRADE 3 COMPETENCIES	EFFECTIVE PERFORMANCE INDICATORS
 <p><b>Delivery of Results</b></p>	<ul style="list-style-type: none"> <li>Assumes personal responsibility for and delivers on agreed objectives/ goals</li> <li>Manages and progresses multiple projects and work activities successfully</li> <li>Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these</li> <li>Service excellence, instilling genuine commitment to meeting the need of each customer and appreciating the customer and their feedback as a valuable resource</li> <li>Ensures all outputs are delivered to a high standard and in an efficient manner</li> <li>Use resources effectively, at all times challenging processes to improve efficiencies</li> <li>Challenges poor results or failure to achieve acceptable performance standards</li> </ul>
 <p><b>Interpersonal and Communication Skills</b></p>	<ul style="list-style-type: none"> <li>Communicates in a fluent, logical, clear and convincing manner verbally and in writing</li> <li>Is able to listen effectively and develop a two-way dialogue quickly</li> <li>Maintains a strong focus on meeting the needs of internal and external customers &amp; stakeholders</li> <li>Effectively influences others to take action</li> <li>Works to establish mutual understanding to allow for collaborative working</li> <li>Ensures that important team, department and organisational information is shared with employees and others as appropriate</li> </ul>
 <p><b>Analysis and Decision Making</b></p>	<ul style="list-style-type: none"> <li>Is skilled in policy analysis and development, challenging the established wisdom and adopting an open-minded approach</li> <li>Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)</li> <li>Uses numerical data skillfully to understand and evaluate business issues</li> <li>Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions</li> <li>Sees the logical implications of taking a particular position on an issue</li> <li>Is resourceful and creative, generating original approaches when solving problems and making decisions</li> </ul>
 <p><b>People Management</b></p>	<ul style="list-style-type: none"> <li>Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues</li> <li>Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise</li> <li>Values and supports the development of others and the team</li> <li>Encourages and supports new and more effective ways of working</li> <li>Deals with tensions within the team in a constructive fashion</li> <li>Encourages, listens to and acts on feedback from the team to make improvements</li> <li>Actively shares information, knowledge and expertise to help the team to meet its objectives</li> </ul>
 <p><b>Specialist Knowledge, Expertise and Self Development</b></p>	<ul style="list-style-type: none"> <li>Clearly understands the role, objectives and targets and how they fit into the work of the unit and Organisation.</li> <li>Develops the expertise necessary to carry out the role to a high standard and shares this with others</li> <li>Is proactive in keeping up to date on issues and key developments that may impact on own area and organisation</li> <li>Consistently reviews own performance self development and sets oneself challenging goals and targets</li> </ul>
 <p><b>Drive and Commitment to Pobal's Values</b></p>	<ul style="list-style-type: none"> <li>Consistently strives to perform at a high level</li> <li>Maintains consistent effort under pressure and is resilient to criticism or setbacks at work</li> <li>Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency</li> <li>Is personally trustworthy and can be relied upon</li> <li>Upholds the highest standards of honesty, ethics and integrity</li> </ul>

## Terms & Conditions of Employment

<b>Salary</b>	Grade 3 salary scale (€58,265 - €73,378)
<b>Contract Type</b>	Fixed Term Contract for a period of 1 year, subject to continuing Government funding
<b>Probation</b>	A probationary period of six months will apply
<b>Pension</b>	Defined contribution pension scheme
<b>Annual Leave</b>	26 working days, exclusive of public holidays
<b>Travel &amp; Subsistence</b>	Travel and subsistence will be paid at public sector rates
<b>Location</b>	The role will be located in any Pobal office
<b>Blended Working Policy</b>	Pobal can offer combination of office based and remote working either from home or a pre-approved business hub on the island of Ireland

## Selection Process

A shortlisting exercise will be employed. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the needs of Pobal for this post. Those candidates whose applications, in the opinion of the review panel, appear best suited to the position will be short-listed for interview.

Deadline for application: April 28<sup>th</sup>, 2025

Applications will not be accepted after the closing date



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