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| Position | Procurement & Compliance Officer (HEO) |
| Contract | Full-time; Indefinite Duration |
| Service Group | Corporate Services |
| Location | BIM Head Office, Dún Laoghaire, Co. Dublin. |
| Description of appropriate Service Group: | |
| <p>Corporate Services Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Fleet Services, Investment Services and Ice Plant network within BIM.</p> | |
| Summary of the Role: | |
| <p>The Procurement & Compliance Officer will work within the Finance Team of Corporate Services and will play a vital role in the area of compliance, payroll and procurement in the overall Finance Team. This role will report into the Head of Finance and will hold the responsibility for key corporate governance tasks within the Finance Team.</p> | |
| Background to Requirement: | |
| <p>BIM is the Irish State agency responsible for developing the Irish seafood industry. It supports the Irish seafood industry and communities in ensuring that aquatic and maritime resources are used sustainably.</p> <p>The Procurement & Compliance Officer will work within the Finance Team of Corporate Services which plays a key role in the Corporate Services Unit.</p> | |
| Principal Tasks: | |
| <ul style="list-style-type: none"> • Management of the Procurement Function within BIM, including approval of purchase order requests and providing internal tender support (eTenders/OJEU). • Responsible for evaluating suppliers, products and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality. • Management of the Corporate Procurement Plan, Approved Supplier List and Contracts Register. • Analyse spends on all products and services and identify areas for cost savings, better service and better supplier performance. • Develop business relationships with suppliers and stakeholders and implement the best sourcing practices. • Drive cost reduction through process improvements, supporting all developments with expected cost proposals and estimates. • Work with management personnel on annual plans and yearly projected procurements. Work with senior management to agree appropriate savings and targets and report these monthly or quarterly as appropriate. • Negotiate optimum commercial and operational terms of contracts. • Ensure compliance, cost savings and performance measures are established, tracked and achieved. • Develop a local procurement strategy (local category plan) with internal stakeholders which capitalises on current market conditions and challenges business requirements. Lead supplier selection and negotiations. | |

- Support the company with complex commercial reviews and negotiations (including outsourcing deals).
- Management of GDPR compliance and fulfilling the role of DPO (Data Protection Officer).
- Management of FOI and AEI requests to completion.
- Audit liaison support.
- Manage and lead procurement team.
- Provide support and guidance to wider finance team as needed.
- Manage projects.
- Manage budgets.
- Advise and interact with senior management in respect of their area's responsibility.

Other:

To perform any other related duties as might reasonably be required and which may be assigned from time to time.

Reporting Structure:

Head Of Finance/Corporate Services Director

Contacts:

Within BIM

Corporate Services Director, Head of Finance, BIM staff in Finance Team and other members of the Corporate Services Unit

Outside BIM

Auditors, Revenue Commissioners and any other regulatory bodies.

Training

There are no mandatory training requirements for this role.

Training needs will be identified through our Performance Management System.

Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience and Training

Essential:

- A minimum of 3 years' procurement and contracts management experience in a busy operating environment and working in an automated finance environment in public/private sector.
- Have a working knowledge of Public Procurement Directives, National Procurement Policy and relevant circulars
- Educated to third level in a relevant subject area and/or possess a relevant professional qualification or demonstrate an equivalent level of experience of working at a senior level in a financial environment.
- Demonstrate an in-depth understanding of compliance processes across areas such as procurement, GDPR, legal compliance and audit.
- Demonstrate an aptitude and ability to identify process improvement opportunities for and be capable of delivering such projects to a successful conclusion.

- Possess thorough knowledge of procurement regulations and accounting systems.
- Proficiency in the use of Microsoft Office 365, ERP solutions and CRM systems.

Desirable:

- An accountancy qualification (ACCA/ACA/CIMA).
- Procurement specific qualification
- Public sector Procurement experience
- Experience of Microsoft Dynamics NAV.

Special personal attributes required for the position:

- Great attention to detail.
- Good personal organisational and priority-setting skills, with the ability to manage multiple priorities.
- Capable of working independently as well as being an effective team player.
- Adaptable to a changing work environment.
- Good interpersonal and communication skills, with the ability to effectively interact with people in a multidisciplinary and multicultural environment.
- Values the sharing of information and continuous improvement in a cooperative atmosphere of constructive evaluation and learning.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for HEO Grade, with a salary range of €50,848 - €64,038 (as at 1st February 2022) per annum pro-rated with time worked. Appointment will be at the first point of the pay scale unless the candidate is currently employed within the public sector.

You will become a member of the Single Public Service Pension Scheme if you are not currently a member of a public sector pension scheme (or have not been a member in the past six months). Salary and Pension Scheme are subject to public sector approved norms and take account of recent service in the public sector in line with relevant circulars and rules.

Annual Leave:

Annual leave entitlement for this role is 29 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. All leave must be approved in advance in line with BIM leave policies, by your manager or their authorised representative.

Duration of Contract:

An employment contract of Indefinite Duration will issue for this role at the discretion of BIM subject to satisfactory performance at the required level and completion of the required probation period. The successful candidate will be on probation for the first six months.

How to Apply:

A full C.V. together with a letter of application and [BIM Vacancy Application Form](#) , summarising experience and skill sets applicable to the position should be emailed to jobs@bim.ie or posted to Human Resources of BIM, 12 Crofton Road, Dún Laoghaire, Co. Dublin.

The closing date for Applications is 5 p.m. 24th October 2022.

Please note that there may be more than one interview stage in the recruitment process for this role and that BIM may request the selected candidates to present a short presentation on a pre-selected topic at the final interview stage. Please note that late applications will not be accepted.

Any queries in relation to this role should be emailed to jobs@bim.ie.

Use of Data - all personal data and the information submitted for this application will be used solely for the purpose of this campaign, after which it will be deleted in line with our General Data Protection Regulation Policy and data retention schedule.

All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

BIM is an equal opportunities employer