



## **Interim Procurement Reform Board – Vacancy 2021**

### **Background and Overview**

Procurement is a key element of the Government's Public Service Reform agenda and is a very significant portion of overall spending. The State buys everything from pens and paper, through to ammunition and surgical equipment. In fact, we spend €8.5bn every year on goods and services. In this context, it is essential that the Public Service operates in a co-ordinated and efficient way and delivers sustainable savings for the taxpayer.

The role of the Interim Procurement Reform Board (the Board) is to oversee the implementation of the procurement reform programme, which is aimed at the whole of the public sector, including central Government. It seeks to provide transparency, value for money, efficiency and consistency in public procurement for the State. The OGP, an office of the Department of Public Expenditure and Reform, was set up as an integral part of the reform programme, putting in place commercial procurement solutions for use by public bodies and setting policy for public procurement. The Board then has a dual role, overseeing and advising, not just on the OGP's operations and strategy but also has a remit to foster ongoing procurement reform across the wider State.

The OGP has several business units which work together to foster centralised, professional procurement. Operationally, its Sourcing teams oversee the creation and roll out of centralised procurement solutions for a range of goods and services. A communications team and key account managers work with clients to draw their attention to available solutions and to encourage their uptake. The OGP's Policy and Construction Policy units ensure that there is a clear and understandable policy framework available for clients and suppliers, including guidance, template documentation, and the suite of contract documents in the Capital Works Management Framework. The OGP's Commercial Skills Academy offers training to Public bodies around the procurement and management of works contracts. The OGP also manages eTenders, the online procurement portal that offers a platform for suppliers for public procurement opportunities.

Through the OGP and the sector-retained procurement functions, the Public Service speaks with "one voice" to the market for each category of expenditure, eliminating duplication and taking advantage of the scale of public procurement to best effect.

This move is in line with best practice in the public and private sector and is part of the continuing reform programme being driven by the Department of Public Expenditure and Reform.

The current Board has been in place since 2017 and draws members from various departments and functions from across the public sector. It also has three external Board members, drawn from outside the public sector.

Particular areas of focus for the Board the moment include oversight of Programme for Government commitments in the area of procurement, including delivering social and environmental procurement commitments, SME engagement, digitalisation and support for the National Development Plan.

To ensure strong and effective corporate governance by the Board for its oversight and advisory role, the Board now wishes to consider the appointment of a suitably qualified and experienced external member of the Board.

### **Interim OGP Board Vacancies**

Applications are now sought from persons who have appropriate skills and experience and believe they can add value to the OGP's corporate governance arrangements.

In particular the following areas of expertise are of particular interest, namely corporate governance; change management; communications, public procurement/competition legal expertise; public procurement operations; financial expertise (with particular reference to audit capability); shared service delivery, developments in relation to SMEs and other industry suppliers.

**In making appointments, the Minister can consider other candidates who may have been brought to his attention from outside this process. These would however, go through the same evaluation process as any other candidates**

#### *Remuneration*

Fees paid to the Board Member will be at the rates authorised by the relevant Minister and in line with Government Policy. An appointee to the role who is an existing civil or public servant shall not receive any additional remuneration in respect of it.

#### **Term of appointment**

The term of appointment shall be for three years from the date of initial appointment.

#### **Submitting your Expression of Interest**

Your submission should be made by email to [boardrecruitment@ogp.gov.ie](mailto:boardrecruitment@ogp.gov.ie) together with your **Curriculum Vitae** and a **cover letter** outlining, with reference to criteria above, the specific expertise you would bring to the role.

## IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you *ensure your cover letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position specified in this booklet.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this Board.

### Assessment Process

An Assessment Panel will be convened by the Office of Government Procurement to consider and assess the expressions of interest received by PAS.

The panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
  - Consideration of the written applications; and/or
  - Meeting/conference call; and/or
  - Referee checks; and/or
  - Any other selection or verification method deemed appropriate (this may include the Department requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

## 6. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

### General Data Protection Regulations

Please note that your cover letter and curriculum vitae will be forwarded to the Office of Government Procurement and may be retained for up to one year.