



**Role:** Supply Chain Capital Delivery Specialist

**Area:** Supply Chain

**Sub-Area:** Group

**Location:** Dublin/Cork

**Duration:** 2 Year Fixed Term **Salary:** Competitive **Ref:** 058G19

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Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland through our regulated businesses, Gas Networks Ireland and Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people. Ervia is currently undergoing an organisational transformation to centralise the IT, HR, Finance and Supply Chain functions through the formation of an Ervia Business Services model. This will create synergies and a 'one team' Ervia culture. Ervia's Business Services organisation will define, maintain, and operate end-to-end customer focused IT, HR, Finance, Supply Chain capabilities and processes in support of the overall Ervia strategic priorities.

### **The Role:**

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The Supply Chain Capital Delivery Specialist will coordinate the delivery of capital programmes in line with Capital Investment Plan and will contribute to the overall performance of the asset sourcing process.

Reporting to the Supply Chain Capital Delivery Manager, they will support the execution of asset sourcing plans and asset sourcing strategies through detailed demand and market analysis and a recognised asset sourcing process.

### **Duties and Responsibilities:**

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- Support the migration of capital works from individual 'projects' to 'portfolio work programmes' in line with Supply Chain strategy.
- Engage with the external supply market and communicate Ervia requirements in a timely manner.
- Coordinate with Category Management team to incorporate common category requirements from capital programmes into category plans.
- Maintain trackers on progression of Capital Delivery sourcing activities and programmes and generate reports as required.
- Prepare presentations and data for Ervia governance committee sign-off of relevant programme strategy.
- Prepare and coordinate strategic tender or mini-competition documentation and oversee tender process.
- Evaluate supplier responses and prepare clarifications for supplier award process.
- Carry out evaluations, organise consensus scoring sessions where relevant and supplier award processes in accordance with Ervia governance committee sign-off rules as well as internal procurement policies.
- Track and maintain supplier performance targets and KPIs following supplier award.
- Track financial and non-financial benefits by monitoring supplier performance via supplier review meetings and regular spend reporting.
- Support Business Units with ongoing management of contracts, reviewing contract variations and supplier exit plans for key suppliers, ensuring that the overall category plan isn't impacted.
- Support implementation of Supply Chain policy and adhere to the policy.
- Understand Supply Chain metrics and scorecards and collaborate with the Supply Chain Operations team.
- Co-ordinate systems approvals for the procurement approval process as required.
- Raise and escalate issues relating to the Capital Delivery Lead as appropriate.

- Update monthly reports for the Supply Chain Capital Delivery Team as to the status and achievement of relevant Portfolio Savings Plan, Cost Reduction programme and Key Performance Indicators.
- Liaise with business stakeholders, participate in relevant meetings and develop strong working relationships with Supply Chain customers (within the department, Business Units, HSQE, Legal, Transaction Services, Business Delivery Partners and with other organisations and suppliers).
- Adopt a 'one team' culture.
- Perform other duties as required from time to time.

#### **Knowledge, Skills and Experience:**

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- At least 3-5 years' experience in large organisation, preferably with relevant Supply Chain and tendering experience.
- Relevant qualifications or experience.
- Experience in data analysis, market analysis and statistical reporting desirable.
- Project management and planning skills.
- Experience supporting high-value commercial programmes.
- Experience using PowerPoint, Excel and Word.
- Understanding of Irish construction market.
- Contract knowledge, comfortable with different contracting models (i.e. DBO, DB).
- Experience using e-procurement tools and contracting tools (e.g. e-tenders).
- Knowledge of developing and issuing tender documentation including PQQ/ITT, both under OJEU and independent of OJEU, with an understanding of Irish contract law.
- Experience of developing and maintaining effective strategic partnerships with key stakeholders.
- Excellent communication (both verbal and written) and inter personal skills.

**The closing date for receipt of applications for this vacancy is the 9<sup>th</sup> May, 2019**

Applications, including a current Curriculum Vitae should be emailed to: [recruit@ervia.ie](mailto:recruit@ervia.ie)

**\*Please include the Reference Number for this Role when making an application\***