

PERSON SPECIFICATION

POST TITLE: Senior Procurement Officer
 With development options: Procurement Officer, Grade 9
 Procurement Development Officer, Grade 8

DIVISION/UNIT: Financial Services

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience Grade 8	1. Experience in a procurement related role. 2. Clear understanding of the principles of 'best value' and how this applies.	1. Procurement experience in a modern commercial environment. 2. Knowledge of Local Authority Procurement regulations and e-procurement.	Application Form References Interview
Grade 9	In addition to experience above: 3. Significant previous experience within a procurement role.		
Grade 10	In addition to the above, experience 4. Comprehensive understanding of procurement processes, from defining the need to completion of contract		
Skills/Abilities Grade 8	1. Analytical skills and proven ability to analyse data to aid decision making. 2. Market awareness and understanding of basic sourcing. 3. Proven ability to use initiative and work to deadlines. 4. Computer literacy skills, including familiarity with the Microsoft Office package.		Application Form References Interview
Grade 9	In addition to the skills / abilities above:		

Grade 10	<ol style="list-style-type: none"> 1. Ability to develop tender specifications with customers. 2. Excellent verbal and written communication skills. 3. Ability to perform with integrity and in a consistent and reliable manner. <p>In addition to the skills / abilities above:</p> <ol style="list-style-type: none"> 4. Proven good purchasing skills. 5. Understanding of routes to market and procurement options available. 6. Commercial acumen. 7. Proven excellent planning and organisational skills. 		
Education & Qualifications Grade 8 Grade 9 Grade 10	<ol style="list-style-type: none"> 1. Working towards CIPS Level 4 Diploma. 2. Working towards CIPS level 5 Advanced Diploma. 3. Working towards level 6 Professional Diploma and full professional membership of Chartered Institute of Procurement and Supply. 	1. Degree level qualification.	Application Form Interview
Personal Qualities	<ol style="list-style-type: none"> 1. Team Player 2. Positive Attitude 3. Ability to cope with the demands of the post and attend on a regular basis. 4. Creative/innovative. 5. Proven ability to drive continuous improvement. 		Interview References
Additional Job Related Requirements	<ol style="list-style-type: none"> 1. Category B Driving Licence or equivalent entitlement to drive in Great Britain and access to a motor vehicle, or otherwise able to meet the requirement to travel efficiently to other locations. 		Application Form Post Interview Check

