



Person specification			
Post title	Procurement Manager	Grade	P
Service Area	Scrutiny and Procurement	Section/team	Procurement

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, Knowledge and Experience			
S1	Experience of managing teams within a procurement environment.	E	A/I
S2	Clear evidence of the successful application of detailed knowledge and practical experience of public procurement legislation and guidance.	E	I
S3	<p>A strong track record of both overseeing and undertaking procurement activity across a range of aspects including:</p> <ul style="list-style-type: none">○ Leading the tender process, drafting documentation, managing the procurement process;○ Leading on tender evaluation, negotiation/clarification with suppliers, contract award, debrief;○ Monitoring, reviewing, and evaluation of contract compliance;○ Procurement project management and team mobilisation;○ Mobilising contracts and identifying the level of contract management activity required;	E	A/I



	<ul style="list-style-type: none">○ Establishing effective relationships, behaviours and governance mechanisms;○ Supplier relationship and performance management		
S4	A high level of commercial awareness;	E	I
S5	Strong negotiating skills as evidenced in successful conduct of tender processes and the development of contract arrangements;	E	I
S6	Detailed understanding of: <ul style="list-style-type: none">○ commercial drivers and procurement policy objectives and their successful application within procurement projects;○ market and supplier environments;○ category management principles and processes and the main benefits/issues with this kind of approach	E	I
S7	Ability to create business opportunities for Third Sector and local businesses.	E	I
S8	In-depth knowledge of the current procurement statutory framework and best practice within a public sector/ local authority context;	E	A/I



S9	The ability to get the best out of people by providing clear and relevant information;	E	I
S10	The ability to persuade and support in the procurement process;	E	I
S11	The ability to challenge existing practices in a tactful and diplomatic manner;	E	I
S12	The ability to motivate others to achieve business and organisational goals.	E	A/I
S13	The ability to manage the team workload ensuring task are allocated in a way that achieves the best outcomes.	E	A/I
S14	The ability to coach/ mentor team members in a manner that supports/ promotes their professional development.	E	I
S15	The ability to identify problems, analyse/ research information and use judgement to reach informed decisions or help others to do so.	E	I
S16	The ability to analyse and interpret complex issues, information and data to inform the procurement process.	E	A/I
S17	The ability to prioritise and manage activities so that work is delivered on time;	E	I
S18	The ability to plan, develop and implement short and longer term plans which will meet and deliver strategic objectives.	E	A/I



S19	The ability to work with others both within and outside the Authority to achieve common goals and to improve the quality of the service.	E	A/I
S20	The ability to actively work towards improving procurement by challenging the status quo and seeking better ways of working;	E	I
S21	The ability to creatively produce ideas to develop innovative solutions to procurement issues.	E	I
S22	Numeracy and analytical skills.	E	A/I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles.	E	I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour.	E	I
P3	A demonstrable willingness to share information and work with other people.	E	I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.	E	I
P5	A capacity to work on own initiative with drive and enthusiasm and to be committed to continuous improvement.	E	A/I
P6	Being capable of working flexibly within a variety of situations and with different groups;	E	A/I



P7	The capacity to put customers first, both internal and external to deliver the services that people want.	E	I
P8	The capacity to work collaboratively and to develop excellent working relationships with colleagues, senior officers, elected members, service users and suppliers and other external partners.	E	A/I
P9	Demonstrate a personal commitment to continuous learning and development.	E	A
P10	Ability to drive and hold a full driving licence or equivalent and the use of a car or public transport.	E	A
Communication			
C1	Excellent interpersonal skills, communicating and interacting effectively with others; sharing information and ideas tailored to meet the individual needs of the recipient;	E	A/I
C2	High standard of written, oral and presentational skills.	E	A/I
Qualifications			
Q1	Fully Qualified to Chartered Institute Procurement and Supply (CIPS) or equivalent	E	A
Health and safety			
H1	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees' capabilities	E	A



H2	Ability to use equipment as instructed and trained	E	A
H3	Ability to inform senior management of any health and safety issues which could place the team or individuals in danger	E	A

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
5/2/2021	David Moran	Scrutiny and Procurement Manager

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.