



North Hertfordshire District Council

Legal & Community Procurement Officer

Person Specification

Date issued: March 2021

Level 1 (Grade 7)

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing (A=Application form, I = Interview, T = Test)
Job Related Skills and Knowledge:	<p>Experience;</p> <p>Detailed experience and knowledge of available framework agreements for local authorities.</p> <p>High level of experience and competency in use of spreadsheets, word processing, email, presentation software.</p> <p>Experience of facilitating encouraging and enabling colleagues to deliver efficient and effective procurement.</p> <p>Experience of working with colleagues and suppliers and to be</p>	<p>Experience;</p> <p>Experience of using e-procurement packages.</p> <p>Experience of working in a client-led procurement environment.</p>	All A/I

	<p>flexible and adaptable.</p> <p>At least 2 years relevant procurement experience either in local government or in the private sector in a purchasing/commercial function.</p> <p>Awareness of public sector procurement policies and rules</p> <p>Experience working in procurement</p> <p>Experience in using online procurement portals</p> <p>Experience of managing tendering procedures tendering exercises.</p> <p>Education/Qualifications;</p> <p>5 GCSE passes or equivalent, including mathematics and English language.</p> <p>Member of Chartered Institute of Procurement and Supply qualified to diploma level, or equivalent qualification.</p> <p>Other Job Related Skills & Knowledge;</p>	<p>Education/Qualifications;</p> <p>Degree level education or equivalent.</p> <p>A relevant business qualification such as Advanced diploma from Chartered Institute of Procurement and Supply membership, or Diploma in Management Studies.</p> <p>Other Job Related Skills & Knowledge;</p>	
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	A detailed working knowledge of current EU/UK procurement legislation.	Analytical/research skills.	
Planning & Organising Skills:	Excellent organisational skills.		
Communication Skills:	Experience of use of negotiation and persuasiveness skills. Experience of presenting information clearly and constructively both in person and through formal reports.		A/I
Problem Solving Skills & Accountability:	Experience of assembling, analysing and interpreting statistical information. The ability to plan, develop and implement short and longer term plans which will meet and deliver strategic objectives		A/I
Other Requirements:	Current driving licence, Use of own vehicle.		Documentary evidence.

Level 2 (Grade 8) [in addition to Grade 9 requirements]

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
Job Related Skills and Knowledge:	Experience Experience of effectively conducting a complex and varied case load	Experience In depth knowledge of EU procurement directive and relevant	All A/I

	<p>without supervision</p> <p>Experience of preparing procurement documentation on behalf of Council departments</p> <p>Drafting advice for internal clients on procurement processes and rules</p> <p>Ability to negotiate and conduct tender process and contract arrangements</p> <p>The ability to identify problems, analyse/research information and use judgement to reach informed decisions or help others to do so</p> <p>Experience of working effectively and efficiently when under pressure.</p>	<p>legislation.</p> <p>The ability to persuade and motivate others to achieve and business and organisational goals</p> <p>Contract management experience.</p>	
Planning and Organising Skills	Good time management skills		A/I
Communication Skills	Effective, well-developed communication skills, verbal and written, including the ability to influence others		A/I

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Level 3 (Grade 9) [in addition to Grade 7 and 9 requirements and where employed meets all requirements for NHDC annual and bi-annual Regular Performance Review]

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
Job Related Skills and Knowledge:	<p>Experience</p> <p>Substantial experience of dealing directly with and advising Elected Members and/or senior officers.</p> <p>Experience of advising at Committee.</p> <p>Substantial experience of advising clearly and to the highest standards.</p> <p>Demonstrable experience of advising variety of clients, including Members and senior management.</p> <p>Experience of providing effective, supportive supervision.</p> <p>Demonstrable experience of effectively working as part of a team and on own unsupervised.</p>	<p>Experience</p> <p>Practiced in producing practical, useful management information</p> <p>Experience of effectively supervising a small team to achieve agreed targets and standards, motivating and supervising as necessary</p>	<p>All A/I</p>

Planning and Organising Skills	Good time management skills.		A/I
Communication Skills	Excellent well-developed communication skills, verbal and written, including the ability to influence others. Able to effectively communicate complex ideas or arguments.		A/I