

PERSON SPECIFICATION

Post Title	Procurement Officer	Band	9	Job Evaluation Reference	G374
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Educated to SCQF Level 9 (e.g. Ordinary Degree) or equivalent in a relevant discipline, or has MCIPS				✓	
Evidence of continuous professional development				✓	
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Knowledge of public sector procurement legislation				✓	
A knowledge of Computer applications (finance systems, Microsoft packages etc).				✓	
Knowledge of public sector governance in-line with the Procurement Capability Improvement Programme				✓	
Analytical abilities				✓	
Extended experience in a procurement setting				✓	
Delivering & leading procurement activity				✓	
Delivering procurement activity & strategy within a public-sector environment					✓
Develop & implement high level & individual contract strategies				✓	
Negotiate & award contracts in accordance with procurement policy, procedures & strategy				✓	
Ability to undertake contract and supplier management activities					✓
3. SKILLS AND ABILITIES				Essential	Desirable
Communicate effectively with a wide range of stakeholders at all levels both verbally & in writing				✓	
Effective presentation skills				✓	
Constructively challenge & be a “change agent”					✓
Good influencing, networking & relationship management skills				✓	
Develop & create a Project Schedule & maintain procurement performance to support the scheduled completion date				✓	
Produce accurate work to tight deadlines under pressure				✓	
Adopts a customer focused approach				✓	
Uses initiative				✓	
4. PERSONALITY FACTORS				Essential	Desirable
Builds & sustains positive relationships with others				✓	
Excellent self-discipline, exhibiting good personal organisation & time management				✓	

Maintains high standards of professional ethics, integrity & corporate discipline	✓	
Positive thinker	✓	
Ability to work effectively with other people from a range of backgrounds and disciplines	✓	
Resilient, flexible & adaptable to change	✓	
5. OTHER REQUIREMENTS	Essential	Desirable
Prepared to work flexibly as required	✓	
Willing to travel in course of work	✓	
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: • Strengthen – our Communities • Understand – our children's needs • Protect – our vulnerable people • Promote – equality and diversity • Open and transparent – at all times • Respect – our environment • Treat – each other with kindness		

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.