**PROCUREMENT SERVICES MANAGER**

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| **CATEGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALIFICATIONS** | Excellent literacy and numeracy skills    Member of CIPS, currently studying for MCIPS or prepared to study for CIPS | AF/AC/I  AF/C |
| **WORK EXPERIENCE** | Experience of:   * Managing a team, with responsibility for both people and process. * Significant experience of working in a procurement environment * Managing procurement activities including projects of significant value and risk * Effective contract management * Working with stakeholders, users and suppliers to ensure effective liaison * Budget monitoring * Experience of delivering business and system improvements | AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Ability to:   * Create and develop policies * Critically analyse data and information, identifying trends * Prepare and produce comprehensive reports * Deliver effective presentations * Work on own initiative and as part of a team * Demonstrate effective time management skills to work to conflicting priorities, meet deadlines and targets. * Demonstrate excellent interpersonal skills to enable liaison at all levels. * Demonstrate well developed IT skills using Microsoft Office Suite.   Knowledge of:   * Procurement principles * Public Sector/UK/EU Procurement Regulations * Contracts and Service Level Agreements. * Computerised financial and procurement management systems   Demonstrate commitment to safe working principles and practices associated with health and safety.  Demonstrate commitment to the principles of diversity and equality. | AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/I  AF/I |
| **OTHER** | Able to meet the transport requirements of the role.  Must be able to work to a flexible working scheme, which may include some weekends/evenings. | AF/C  AF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates