

## Person Specification

### Lead Specialist – Resources



#### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

##### Essential

- Committed to creating and contributing to leading a unified commissioning and procurement function
- Broad understanding of commissioning practice in the following areas: IT and Digital, Consultancy, Clothing, Stationery, Financial, Communications and Marketing, Legal and Human Resources
- Understanding of the specific procurement requirements of parts of the Council seeking to trade, and is able to design and implement procurement approaches that respond to these
- Commissioning and/or procurement experience in relation to one or more of the above areas
- Sound understanding of commissioning principles and able to effectively manage contracts
- Understanding of procurement approaches, including category and supplier management, service specifications, and experience of designing and implementing competitive procurement exercises
- Demonstrates a broad understanding of relevant procurement regulations and able to apply this knowledge in real life situations relevant to Council business
- Effective financial planning and budget monitoring skills
- Able to build effective working relationships with a range of internal and external stakeholders
- Excellent interpersonal and relationship management skills
- Understanding of quality performance assessment methodologies
- Excellent written and verbal communication skills
- Able to influence and negotiate effectively
- Understanding of, and commitment to, the principles of Equal Opportunities

#### Part B

The following criteria will be further explored at the interview stage:

- Ability to persuasively articulate benefits and opportunities presented by a unified Commissioning and Procurement function
- Ability to demonstrate sound understanding of relevant subject areas
- Ability to explain commissioning and procurement principles and demonstrate application of these in real life situations
- Ability to understand and respond to the communication needs of different audiences
- Ability to influence and negotiate effectively

#### Additional Requirements

Occupational Health clearance