

Northern Education Trust
Post: PROCUREMENT & CONTRACT MANAGER

PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	A degree and/or professional qualification relevant to the post	E	✓	
2.	Evidence of continuous professional development and training	E	✓	
3.	Member of, or be willing to work towards membership of the Chartered Institute of Procurement and Supply (MCIPS)	E	✓	
EXPERIENCE				
4.	Experience of leading and managing a range of compliant procurement activities and drafting all associated tender and contract documentation to effectively manage commercial risks	E	✓	✓
5.	Experience of providing advice and support to key stakeholders on good practice in contracting and purchasing	E	✓	✓
6.	Experience of undertaking analysis of spend, markets, supplier trends and capabilities	E	✓	✓
7.	Experience of supplier due diligence and auditing to ensure that suppliers meet the high ethical standards demanded by the Trust	E	✓	✓

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ABILITIES, SKILLS AND KNOWLEDGE				
11.	Excellent literacy, numeracy, communication and presentation skills	E	✓	✓
12.	Knowledge of public sector procedures and regulations (including EU directives) governing the invitation and award of contracts	D	✓	✓
	Robust knowledge of procurement metrics and systems with proven ability of setting, monitoring and achieving KPIs.	E	✓	✓
	Excellent project management skills with experience of successfully managing a number of complex individual projects	E	✓	✓
13.	Excellent organisational skills	E	✓	✓
14.	ICT literate with a working ability to use key IT software to present work to a high standard	E	✓	✓
15.	Ability to build effective working relationships with colleagues at all levels	E	✓	✓
16.	Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector	E	✓	✓
17.	Ability to work under pressure, with accuracy, unsupervised and on own initiative	E	✓	✓
18.	Ability to command confidence and credibility and maintain strict confidentiality in all matters	E	✓	✓

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PERSONAL QUALITIES				
19.	A strong commitment to the Trust values and ethos	E	✓	✓
20.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
21.	A flexible approach and a strong work ethic	E	✓	✓
22.	Commercially astute, articulate, technically strong and influential negotiator	E	✓	✓
23.	High integrity with an ethically sound approach to building internal and external relationships	E	✓	✓