**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/IAF/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/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/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/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/IAF/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/CAF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates