

## PERSON SPECIFICATION- Procurement and Funding Officer

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> GCSE (or equivalent) in English and Mathematics at grade C or above.	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Relevant qualification to support procurement (CIPS) or are able to demonstrate competency of working at this level	<b>D</b>	
<input type="checkbox"/> Demonstration of commitment to on-going professional development	<b>E</b>	
<input type="checkbox"/> Qualified to degree level relevant to the post and/or equivalent learning through professional experience	<b>D</b>	
<input type="checkbox"/> CIPS membership	<b>D</b>	
<b>Knowledge &amp; Experience</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Experience and thorough working knowledge of systems and practices involved in the management of procurement across multi –site locations	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Experience of developing procurement policies and procedures.	<b>E</b>	
<input type="checkbox"/> Experience of preparing procurement reports to management.	<b>E</b>	
<input type="checkbox"/> Experience of identifying external funding opportunities and making successful bidding applications.	<b>E</b>	
<input type="checkbox"/> Procurement experience gained within a multi academy trust / schools or an education setting allowing for an understanding of the Academies Financial Handbook.	<b>D</b>	
<input type="checkbox"/> Experience of identifying external funding opportunities and making successful bidding applications within a multi academy trust / schools or an education setting.	<b>D</b>	
<input type="checkbox"/> Experience of supporting the management and development of lettings	<b>D</b>	
<input type="checkbox"/> Up-to-date knowledge and understanding of the General Data Protection Act	<b>E</b>	
<input type="checkbox"/> A skilled negotiator, with a proven track record.	<b>E</b>	
<b>Skills &amp; Key Criteria</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> A skilled negotiator, with a proven track record.	<b>E</b>	

<input type="checkbox"/> Ability to work and influence at all levels within and outside the organisation and a recognition of professional boundaries	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> People management skills	E	
<input type="checkbox"/> Good organisational skills	E	
<input type="checkbox"/> Ability to prioritise workload effectively to meet deadlines	E	
<input type="checkbox"/> Excellent time management skills	E	
<input type="checkbox"/> Excellent communication and inter-personal skills, including tact and diplomacy	E	
<input type="checkbox"/> Maintain confidentiality and secure business sensitive information	E	
<input type="checkbox"/> Ability to communicate effectively with all relevant stakeholders	E	
<input type="checkbox"/> Ability to manage multiple tasks	E	
<input type="checkbox"/> Excellent problem-solving skills	E	
<input type="checkbox"/> Well developed IT skills – including Microsoft Office packages	E	
<input type="checkbox"/> Ability to use initiative and work autonomously	E	
<b>Personal Attributes</b>	<b>Essential/Desirable</b>	
<input type="checkbox"/> A supportive and co-operative team member	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Standards driven	E	
<input type="checkbox"/> A flexible approach	E	
<input type="checkbox"/> A positive attitude and commitment to equality	E	
<input type="checkbox"/> Ability to encourage ideas, initiative and innovation in others	E	
<input type="checkbox"/> Highly motivated showing resilience and reliability	E	
<input type="checkbox"/> Ability to manage own time well to meet competing demands	E	
<input type="checkbox"/> Ability to work outside normal Trust / Academy hours in line with needs of the LST service provision	E	
<input type="checkbox"/> Ability to relate well to children and young people and members of the community	E	
<input type="checkbox"/> Ability to travel to multi-site locations across the Trust.	E	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	



Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	<b>E</b>	Application
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	<b>D</b>	form/Interview/ Task (if applicable)