

Person Specification Procurement Sourcing Officer



Part A

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

Essential

- Experience and responsibility for the sourcing of goods, works and services through to contract award, via any procurement route or further competition from a Framework Agreement, and managing or arranging management for the contracts
- Understanding of EU Public Contracts Regulations and Local Financial Regulations including Procurement Procedure Rules, Procurement Policies
- Able to enter, extract, summarise, analyse and evaluate information from a variety of sources, including but not limited to: - financial data and sensitive information
- IT skills, with working knowledge of an Electronic Procurement System, Microsoft Word, Access and Excel
- Able to prioritise tasks and manage workload and to work to tight timescales
- Able to contribute to, and work within, a supportive team environment
- Able to liaise effectively and constructively with a variety of stakeholders including but not limited to: - colleagues, suppliers, senior managers, agencies and professionals
- Able to deal with difficult and challenging situations with a calm and sensitive approach
- Good negotiation skills

Desirable

- Knowledge/understanding of category/sub-category planning, sourcing strategies and market analysis
- Benefits from sourcing activity including: - financial/community benefits/other

Part B

The following criteria will be further explored at the interview stage (as well as further exploring the above criteria is met):

- Ability to cope with change
- Reliable and self-reliant, but will seek guidance appropriately
- Willingness to undertake further training as required, with a positive approach to self-development
- Evidence of good written and verbal communication skills
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery

Additional Requirements

- Flexible approach to work, duties and hours