

## **Person Specification**

### **Commissioning and Procurement Officer**

#### **Part A**

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

#### **Essential**

- Experience and understanding of applying commissioning principles, undertaking procurement activity and contract management activity
- Experience of communicating, co-ordinating and managing tasks involving multiple stakeholders; ensuring all views are considered and incorporated as appropriate and a common goal is achieved
- Understanding of relevant government policy, legislation and statutory guidance and its local implications
- Knowledge and understanding of the opportunities presented by the Public Services (Social Value) Act and demonstrate an understanding of Newcastle City Council's Social Value Commitment and ability to apply this to commissioning and procurement practice
- Knowledge and understanding of quality and performance assessment methodologies and the ability to apply these in practice to drive quality improvement
- An understanding and/or experience of public sector procurement
- Able to manage a varied workload and deal with competing priorities
- Effective problem-solving skills and experience of working collaboratively to manage risk and building effective working relationships with a range of stakeholders

#### **Desirable**

- Able to demonstrate relevant experience, skills and knowledge of undertaking commissioning and/or procurement exercises in relation to the following Collaborative, corporate/professional sub-categories:

##### **Corporate / Professional**

- Energy and Water;
- Procurement and Social Care Systems;
- Organisational and Library Supplies;
- Cleaning and Janitorial Supplies;
- Office Furniture; and
- Travel and Accommodation.

#### **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 communicate, co-ordinate and manage tasks involving a large number of stakeholders

- Ability to assimilate, evaluate and prioritise information, including relevant data management skills
- Organisational skills and the ability to work to tight timescales whilst being detail conscious
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery

**Additional Requirements**

- Flexible approach to work, location, duties and hours