

**Title of Post      Procurement Systems Officer (NN306)**

**Grade                N4**

The following criteria (experience, skills and qualifications) will be explored and assessed at interview.

**IT Knowledge & Skills**

- Appropriate IT and keyboard skills
- Advanced knowledge of Microsoft applications with the ability to create, manipulate and update spreadsheets and databases

**Procurement Knowledge**

- Relevant procurement experience
- Understanding of the Council's Procurement Strategy
- Advanced knowledge of the Council's electronic Purchase Order Processing (POP) system
- Ability to source suppliers and achieve value for money for the Council
- Ability to challenge improper spend
- Ability to respond to general procurement queries

**Communication Skills**

- Application of good customer service skills
- Good oral and written communication skills
- Ability to work closely and collaboratively with colleagues and a range of stakeholders
- Ability to analyse and interpret information

**Other relevant skills & knowledge**

- Ability to prioritise work to meet deadlines.
- Ability to work as part of a team and on own initiative.
- Relevant understanding of the Council's Financial Regulations.

