

PERSON SPECIFICATION

Post Title: Procurement Officer – Construction focus

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Chartered Institute of Purchasing and Supply (CIPS) qualification. OR Ability to demonstrate equivalent level relevant knowledge gained through demonstrable works experience.	Educated to degree level in a relevant discipline.	Certificates
Experience and knowledge	3 years previous experience working within Procurement at Officer/Buyer level. Experience of procurement led activities within the Construction Sector. Demonstrable experience of working with a detailed Purchase to Pay system.	Good understanding of Public Contracting Regulations 2015 (PCR 2015) and OJEU. Knowledge and experience of public sector procurement and working with public sector procurement management organisations. Demonstrable experience of leading major procurement exercises, using open and restricted procedures (inviting/selecting tenders, managing contracts). Knowledge of existing public sector frameworks.	Application/ Interview

		<p>Knowledge/experience of contract management from a procurement perspective.</p> <p>Experience of using e-Procurement systems.</p>	
Skills	<p>Excellent written and oral presentational and communication skills.</p> <p>Excellent collaborative working skills, with an ability to articulate opinions and influence others.</p> <p>Excellent attention to detail.</p> <p>Ability to add value, reduce costs and input to business improvements.</p> <p>Ability to work at a pace, while prioritising various projects and deadlines.</p> <p>Computer literate, with advanced MS Office skills/abilities, especially Excel.</p>	Accomplished supplier networking and negotiating skills.	Application/Interview
Personal Attributes	<p>A proven self-starter with a demonstrable can-do attitude and an ideas-oriented approach.</p> <p>Strong self-motivation evidenced by a pro-active approach to work and problem solving.</p> <p>A willingness to learn and develop.</p>		Application/Interview