Newcastle City Council

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
- Committed to contributing to positive change within and beyond the Council
- Able to work positively and cooperatively within a diverse team and build effective working relationships with a range of stakeholders
- Can identify the scope of own role and areas of responsibility and works within this to resolve commissioning and/or procurement issues
- Ability to manage a varied workload and deal with competing priorities
- Able to bring a creative and innovative approach to commissioning and procurement activities
- Can demonstrate experience and understanding of procurement or commissioning processes in the context of the Public Contracts Regulations 2015 and the Council's financial regulations
- Experience of leading or contributing to collaborative commissioning and procurement exercises with local councils or private/other public sector bodies
- Experience of working collaboratively to manage risk
- Understands the importance of information control and effective record keeping, and has done this successfully and consistently over time
- Excellent verbal and written communication skills
- Effective problem-solving skills
- Sound financial skills
- Can demonstrate experience of actively contributing to commissioning and procurement development and implementation work, for example:
    - Market and engagement development
    - Driving measureable improvement through contract management/monitoring
- Understands the opportunities presented by The Public Services (Social Value) Act

Desirable
- Experience of working on any sub-category that falls under the responsibility of the Collaborative Team (See Attached Category Tree)