

Person Specification

Commissioning and Procurement Officer (Trading & Resources)

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
- Broad understanding of commissioning practice in the following areas: Resources (which covers areas such as ICT/Telecoms, Catering, Marketing, Training, Clothing, Print & design)
- Extensive Commissioning and/or Procurement experience in relation to one or more of the above areas and market challenges they present.
- 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
- Demonstrates a sound understanding of the EU Public Contracts Regulations and is able to apply this knowledge to relevant Public Sector procurement
- Understanding of quality and performance assessment methodologies and the ability to apply these in practice to drive quality improvement
- Excellent verbal and written communication skills
- Effective problem solving skills

Part B

The following criteria will be further explored at the interview stage:

- Points listed within the essential criteria in Part A
- Ability to work collaboratively to manage risk
- Understand the importance of information control and effective record keeping for both written and electronic data.
- Ensuring equality when commissioning or procuring services
- Experience of actively contributing to commissioning and procurement development and implementation work for example:
 - Market and engagement development
 - Driving measurable improvement through contract management/monitoring
 - Participating in a contract
- Understand the opportunities presented by The Public Services (Social Value) Act