

HAMBLETON DISTRICT COUNCIL

PERSON SPECIFICATION – PROCUREMENT OFFICER

QUALITIES	ESSENTIAL	DESIRABLE
EDUCATION AND PROFESSIONAL QUALIFICATIONS	<p>Engaged in working towards a professional qualification in procurement</p> <p>5 GCSEs or equivalent</p> <p>A relevant degree or equivalent</p>	CIPS Membership
EXPERIENCE	<p>2 years experience in a procurement related activity</p> <p>Awareness of public sector procurement policies and rules</p>	<p>Public sector procurement experience</p> <p>Partnership and Collaborative procurement experience</p> <p>Technology and e -procurement knowledge</p>
PERSONAL COMPETENCIES	<p>COMMERCIAL SKILLS</p> <p>Commercial awareness and knowledge of current procurement best practice and regulations</p> <p>Ability to negotiate and conduct tender process and contract arrangements</p> <p>Understanding of market and supplier environments</p> <p>Numeracy and analytical skills</p> <p>LEADING AND MANAGING OTHERS</p> <p>The ability to get the best out of people by providing clear information and relevant support in the procurement process</p> <p>The ability to challenge existing practices in a tactful and diplomatic manner</p> <p>STRATEGIC THINKING</p> <p>The ability to link strategic and operational procurement and business activities to corporate objectives</p> <p>DECISION MAKING AND PROBLEM SOLVING</p> <p>The ability to identify problems, analyse/ research information and use judgement to reach informed decisions or help others to do so</p> <p>PLANNING AND ORGANISING</p> <p>The ability to prioritise and manage activities so that work is delivered on time</p> <p>The ability to plan, develop and implement short and longer term plans which will meet and deliver strategic objectives</p>	<p>In depth knowledge of EU procurement Directive and relevant legislation</p> <p>Ability to create business opportunities for Third Sector and local businesses</p> <p>The ability to persuade and motivate others to achieve business and organisational goals</p>

HAMBLETON DISTRICT COUNCIL

PERSON SPECIFICATION – PROCUREMENT OFFICER

	<p>COMMUNICATION The ability to use interpersonal skills to communicate and interact effectively with others; sharing information and ideas tailored to meet the individual needs of the recipient.</p> <p>The ability to use a high standard of written, oral and presentational communication skills</p> <p>CUSTOMER FOCUS The ability to put customers first, both internal and external to deliver the services that people want.</p> <p>WORKING COLLABORATIVELY The ability to work with others both within and outside the Authority to achieve common goals and to improve the quality of the service.</p> <p>The ability to work collaboratively and to develop excellent working relationships with colleagues, senior officers, elected members , service users and suppliers and other external partners</p> <p>INNOVATION AND CHANGE The ability to actively work towards improving procurement by challenging the status quo and seeking better ways of working.</p> <p>The ability to creatively produce ideas to develop innovative solutions to procurement issues</p> <p>PERSONAL EFFECTIVENESS The ability to work with others in accordance with the Council’s internal values and to take responsibility for your own actions and behaviour.</p> <p>The ability to work on own initiative with drive and enthusiasm and to be committed to continuous improvement.</p> <p>The ability to work flexibly within a variety of situations and with different groups.</p>	
OTHER REQUIREMENTS		Full driving licence Use of vehicle