

CHESHIRE EAST COUNCIL

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

This position does not require you to disclose any spent convictions under the Rehabilitation of Offenders Act. You are not required to and should not complete this section of the application form.

JOB TITLE Procurement Officer

GRADE Grade 8

DEPT/SERVICE Borough Treasury & Assets

UNIT/SECTION Procurement
NANF4000

JOB REF

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	PRINCE 2 Foundation level Business Qualification eg AAT , BTec	Educated to degree level. Corporate Membership of the Chartered Institute of Purchasing and Supply.	Application form / interview
Experience	Experience of multi team working in a change and customer focused environment	Considerable experience in a procurement role. Experience of managing procurement projects.	Application form / interview
Job Related Knowledge	Expert product knowledge in a range of goods and services Understanding of e-	Expert user Oracle Discoverer , Experience using, Microsoft Office including Excel, Project, Visio and	Application form / interview

	<p>procurement technology and Oracle ERP functionality and. Due North or other Contract Management system</p>	<p>Powerpoint</p> <p>Knowledge and experience of sourcing, negotiating, tendering, contract and supplier management</p> <p>Good knowledge Council policies, procedures and regulations relating to procurement, contracts, finance, corporate procurement strategy,</p> <p>Understanding of EU public procurement regulations, policies and procedures</p>	
Skills and Aptitudes	<p>Innovative thinker at a practical level</p> <p>Commercial acumen</p>	<p>Excellent oral, written and IT communication skills</p> <p>Ability to challenge existing practices and ways of working</p>	Application form / interview
Other Requirements	<p>Evidence of providing a high quality service to clients.</p>	<p>Good attendance record</p> <p>Flexible approach to hours worked</p> <p>Ability to work to tight deadlines on a number of parallel tasks</p> <p>Ability to work on own initiative and as a team member.</p>	Application form / interview

Cheshire East Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.