

## Personal Specification: Procurement and Contracts Officer

	Essential	Desirable	Source
<b>Education and Qualifications</b>			
Good general level of education with GCSE or equivalent in English and Mathematics – literate and numerate	✓		A
Qualified CIPS (Chartered Institute of Purchasing and Supply) or progression towards qualification	✓		A
Willingness and ability to undertake further training, development and qualifications	✓		A I
Project management qualification		✓	A I
<b>Experience</b>			
In-depth experience of procurement projects including management of complex tender processes and influencing stakeholders.	✓		A I
In-depth experience of analysing, manipulating and structuring evaluation data to provide reports and recommendations	✓		A I
In-depth experience of analysing expenditure and identifying savings and aggregation opportunities and directly influencing budget expenditure	✓		A I
Broad base of procurement experience across a range of different categories – SaaS, office equipment, professional services, facilities management, office consumables etc.	✓		A I
<b>Skills, Abilities &amp; Competencies</b>			
Excellent organisational & prioritisation skills able to handle multiple tasks to a high standard and deliver work	✓		A I R
Excellent time management skills and ability to remain calm and focussed under pressure	✓		A I
Ability to work in an organised and methodical manner	✓		A I R
Ability to maintain accurate records and controls	✓		A I R
Ability to be flexible and respond effectively to the 'unexpected'	✓		A I
Excellent interpersonal skills with ability to communicate with a range of audiences internally and externally	✓		A I R
Develop and maintain good relationships with staff across the Trust	✓		A I R
<b>Knowledge &amp; Understanding</b>			
Experience of using e-Tendering portals	✓		A I
Experience of developing policy and procedures	✓		A I
Up-to-date knowledge of relevant legislation and guidance in relation to safeguarding	✓		A I

A = Application, I = Interview, R = References

	Knowledge and experience of working within public sector procurement frameworks and thresholds.		✓	A I
Personal Qualities				
	Enthusiasm and personal drive	✓		A I R
	Initiative; common sense and a positive approach	✓		A I R
	Management and organisational skills	✓		A I R
	Ability to work in collaboration with others and improve the work of the team	✓		A I R
	Demonstrate a professional attitude at all times	✓		A I R
	Committed to respecting, upholding and contributing to the Trust's distinctive ethos as a Catholic Trust	✓		A I R
	High standards of professionalism and confidentiality. Values the dignity of every person and is committed to treating everyone with respect.	✓		A I R