



# South Tyneside Council

## BUSINESS AND RESOURCES

### PERSON SPECIFICATION

**POST TITLE:** Procurement Support Officer

**GRADE:** Band 4

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>4 GCSE's Grade C or above, including English Language and Maths or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Relevant or accredited Procurement qualification, i.e. MCIPS</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience working within a Purchase to Pay (P2P) environment or in specific areas associated with P2P such as Sourcing, Supplier Management, Invoice Management</li> <li>Experience working alone, using initiative to resolve issues and working within a team environment</li> <li>Experience in the use of Oracle, other ERP systems or systems used to facilitate the PO, Payment or Sourcing process</li> <li>Experience using Microsoft programmes including Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Experience producing performance reports using management information systems</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> <li>Work Based Scenario</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Capacity to learn and share learning with others</li> </ul>	<ul style="list-style-type: none"> <li>An effective communicator</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Able to develop effective working relationships with Council Officers, suppliers, other external organisations</li> <li>Comfortable with change and will learn and adapt from experiences</li> <li>Self-motivated, able to work under pressure and be prepared to be flexible to meet tight timescales</li> </ul>	<ul style="list-style-type: none"> <li>Able to prioritise workload</li> <li>Enthusiastic and diplomatic, but firm</li> <li>Able to mentor and support the personal development of colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>• Contributes to a positive team environment and is comfortable working in a large office</li> <li>• Understand the importance of promoting equality and diversity within services and employment and the ability to challenge behaviour and processes which may act as a barrier to this</li> <li>• Flexible approach to work</li> <li>• Committed to the principals of equality and diversity</li> </ul>		
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Baseline security clearance</li> </ul>		<ul style="list-style-type: none"> <li>• Basic check</li> </ul>