

Person Specification

Procurement Sourcing Officer

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential criteria

- Can demonstrate experience and understanding of procurement processes in the context of the Public Contracts Regulations 2015 and the Council's financial regulations
- Awareness of and willingness to contribute to delivering financial and social value outcomes in accordance with relevant regulations, as set out in the Council's Commissioning and Procurement Plan
- Problem solving skills
- Effective oral and written communication skills
- Effective negotiation skills
- Able to develop and maintain positive working relationships with colleagues and stakeholders at all levels both internally and externally
- Able to securely gather and store data, including data that may be sensitive
- Able to accurately interrogate data, analysing and interpreting results to produce management information that can inform commissioning and procurement strategies
- Able to analyse and interpret financial information for a range of purposes, including to inform income collection and payments
- Able to prioritise a varied workload in response deadlines
- Existing IT skills including ability to use standard Microsoft Office packages and willingness and aptitude to learn how to operate new systems
- Willingness to work towards a relevant commissioning or procurement qualification

Desirable criteria

- Experience of working on any sub-category that falls under the responsibility of the Collaborative Team (See Attached Category Tree)