# **PERSON SPECIFICATION: Procurement Officer POST REFERENCE: 107600**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | | * Education to degree level or equivalent in a related subject (F)   OR   * Chartered Institute of Purchasing and Supply (CIPS) Level 4 or an equivalent relevant professional body (F) | | * Management Training (F) |
| * **Work or other relevant experience** | | * Experience in purchasing/tendering a diverse range of products, services and works (F) (I) * Understanding of the context of potential changes and challenges facing local government (I) * Ability to represent the Council’s interests effectively when dealing with external partners and advisers (I) (R) | | * Experience in a management role (F) (R) * Local government experience (F) (R) * Experience of Working with elected Members (F) (I) |
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| * **Skills, abilities, knowledge and competencies** | * Proven leadership and team working skills (I) (R) * Experience of developing and managing contracts and partnering arrangements. * Working knowledge of the national and European legislative procurement regulations in which local government operates. * Understanding of modern public sector procurement * Demonstrable success of working closely and collaboratively with colleagues and a range of stakeholders. | | tieodeo   * Experience of e procurement techniques * Knowledge of financial regulations, procedures and systems * Knowledge of procurement issues, Contract Procedure Rules and general knowledge of local government, the Council’s constitution and best value. * Ability to relate procurement matters to strategic and operational issues and produce relevant information * Ability to manage budgets (F) (R) | |

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| * + **General competencies** | * Excellent IT skills (F) * Project management skills. (F) (I) * Excellent written skills in order to formulate reports, policies and other documentation on complex issues. (F) (I) (R) * Excellent communication skills in order to be able to give verbal reports and presentations both formally and informally. (I) (R) * Excellent inter-personal skills to be able to influence and coach others effectively. (I) (R) * Ability to lead teams. (F) (I) (R) * Ability to manage change. (I) (R) | * Ability to travel independently (F) | |
| * **Personal qualities** | * Ability to work collaboratively across departments and with other authorities and organisation. (F) (I) (R) * Ability to manage own workload, prioritise and meet deadlines with minimum supervision. (I) (R) * Commitment to services improvement and performance management (F) (I) (R) * Ability to communicate at Head of Service level. (F) (I) (R) * Positive and highly motivated (I) * Ability to produce high quality outputs to deadline amidst conflicting demands (I) (R) * Flexible approach to work. (I) (R) * Effective Negotiation skills (F) (I) |  | |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Not Applicable |  |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.