# **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.**

|  |  |  |
| --- | --- | --- |
| REQUIREMENTS | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease 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)
 |
| REQUIREMENTS  | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **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)
 |

|  |  |  |
| --- | --- | --- |
| REQUIREMENTS  | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * + **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.

|  |  |
| --- | --- |
| **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.