



## PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your **application form** how you meet each of the following essential criteria. Please ensure that your address each one of the criteria as this will be used to assess your suitability for the post.

<b>Service Area:</b> Housing		<b>DIVISION</b> Housing Property Services <b>UNIT</b>
<b>Post Title:</b> Procurement and Projects Officer		<b>Grade:</b> P02
<b>REQUIREMENTS</b>		
<b>EDUCATION and EXPERIENCE</b>		<b>A/I/T*</b>
<b>E1</b>	Educated to GCSE standard or equivalent (including English and Maths)	<b>A</b>
<b>E2</b>	Experience of leading, managing and delivering successful procurements within a public sector environment.	<b>A/I</b>
<b>E3</b>	Experience of project management support and successful delivery of projects.	<b>A/I</b>
<b>E4</b>	Experience of working productively and effectively in busy, high pressure office environment in which objectives and deadlines are delivered.	<b>A/I</b>
<b>KNOWLEDGE, SKILLS and ABILITY</b>		
<b>E5</b>	Knowledge of various housing related services, in particular repairs and maintenance services, and the importance of these service to tenants, leaseholders and the reputation of the council.	<b>A/I</b>
<b>E6</b>	Knowledge and understanding of standard procurement routes and processes used within a local authority setting including the principles of good contract management.	<b>A/I/T</b>
<b>E7</b>	Knowledge and understanding of project management tools and techniques.	<b>A/I</b>
<b>E8</b>	Ability to deliver procurements both above and below EU threshold levels and deliver these on time and within budget with minimal support from corporate procurement specialists.	<b>A/I</b>
<b>E9</b>	Ability to scope, structure and write clear, accurate and concise service specifications, project plans, reports and other procurement and project related documents using defined templates.	<b>A/I</b>
<b>E10</b>	Ability to plan, lead and support tender evaluation and project teams with participation from multiple stakeholders and to accurately record and document decisions made by evaluation panels.	<b>A/I</b>
<b>E11</b>	Ability to collect, analyse and present often complex technical and financial information linked to procurements and projects.	<b>A/I</b>
<b>E12</b>	Ability to carry out research, benchmarking and consultations with key stakeholders.	<b>A/I</b>



<b>E13</b>	Excellent written and verbal communication and presentation skills with the ability to communicate appropriately and effectively with a range of stakeholders including council committees, managers, staff, residents and external agencies.	<b>A/I/T</b>
<b>E14</b>	Excellent interpersonal skills with ability to work well as part of a team and develop and maintain constructive and professional working relationships with a range of different people, teams and organisations.	<b>A/I</b>
<b>E15</b>	Excellent ICT skills with ability to use systems to communicate efficiently with others, document work and maintain up to date records.	<b>A/I</b>
<b>E16</b>	Ability to manage own workload and work independently using own initiative to overcome problems and make decisions with minimum supervision.	<b>A/I</b>
<b>E17</b>	Effective negotiation skills with the ability to resolve conflict in an appropriate manner.	<b>A/I</b>
<b>E18</b>	Ability to work at times under pressure to meet relevant performance and service objectives and to tight deadlines.	<b>A/I</b>
<b>E19</b>	Ability to adopt a positive attitude to a changing work environment, responding to change with resilience.	<b>A/I</b>
<b>E20</b>	Understanding of the importance of good practice in relation to audit requirements.	<b>A/I</b>
<b>E21</b>	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people and or vulnerable adults.	<b>A</b>
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>		
<b>E22</b>	<b>Ability to support, promote and deliver services in line with the Council's Equal Opportunities and Dignity for All policies.</b>	<b>A/I</b>
<b>SPECIAL REQUIREMENTS OF THE POST</b>		
<b>E23</b>	<b>This role will require you to obtain a Enhanced satisfactory clearance from the Disclosure and Barring Service formally known as the Criminal Records Bureau (CRB) Disclosure</b>	
<b>E= Essential</b>		
<b>*Assessed by: A= Application I= Interview T= Test</b>		