

Recruitment person specification

Post being recruited for: Procurement Assistant

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	<p><i>Experience of working in a Customer Service and/or Business/Financial Support function</i></p>	<p><i>Experience of managing and developing customer relationships effectively.</i></p> <p><i>Experience of seeking service user feedback and using feedback to improve services and customer experience</i></p>
Knowledge, skills and understanding	<p><i>Skilled user of IT software packages in particular Microsoft Excel and Word.</i></p> <p><i>Sound appreciation of the complexity and diversity of Council business</i></p> <p><i>An understanding of both the political and local government framework together with corporate objectives.</i></p> <p><i>Ability to communicate effectively both verbally and in writing and to adapt communication styles to reflect needs of different customer groups and situations</i></p> <p><i>Awareness of public procurement regulations in Scotland and Council governance in relation to procurement activity.</i></p> <p><i>Ability to accurately record data, analyse and report findings coherently to senior management and within tight timescales.</i></p> <p><i>Ability to work collaboratively and with teams across the Council to deliver outcomes that align to the Council Business Plan.</i></p>	<p><i>Knowledge of Halo, other Microsoft Business Software, use of project planning software, user knowledge of Public Contracts Scotland</i></p> <p><i>An understanding of procurement regulations in Scotland and Council governance in relation to procurement activity</i></p>

Qualifications and training	<i>Educated to 'Higher' level, Diploma or SVQ level 4 in a business related subject or equivalent and/or able to demonstrate equivalent knowledge, skills and competencies gained through previous experience in procurement and/or customer service environment.</i>	
Job specific requirements		