

# Recruitment person specification

**Post being recruited for: Contracts Officer**

## Our Behaviours

### These apply to all posts

**Respect** – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

**Integrity** – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

**Flexibility** – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

### 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)
<p><b>Experience</b></p>	<p>Experience of managing data and record systems in an appropriate manner, ensuring compliance with the Data Protection Act.</p> <p>Experience of working with people with a range of backgrounds and professional disciplines.</p> <p>Experience of compliance monitoring, reporting, and contract and supplier management.</p> <p>Experience in using performance information to drive better planning, risk management and value for money.</p> <p>Outstanding communication skills and ability to communicate clearly and succinctly.</p> <p>Experience of working with a range of services and organisations; and management of frameworks and contracts.</p>	<p>Experience of research and investigation techniques.</p> <p>Practical experience in programme/project working.</p> <p>Experience of the procurement process.</p>
<p><b>Knowledge, skills and understanding</b></p>	<p>Have an up-to-date knowledge of Health and Social Care partnership (HSCP) services and regulatory legislation.</p> <p>The postholder should be highly numerate with understanding of the financial and commercial issues affecting the HSCP and the wider public sector in Scotland.</p> <p>Ability to review, develop and implement systems/procedures to provide opportunities for improvement and ongoing support to ensure good stakeholder buy in and compliance.</p> <p>Proven ability in negotiation, influencing and developing and maintaining stakeholder relationships.</p> <p>Ability to communicate with a wide range of colleagues in the Partnership, NHS and Council including at senior level.</p>	<p>Knowledge of relevant commissioning plans and the strategic approach taken by the HSCP.</p> <p>Knowledge and understanding of Procurement processes and rules.</p>

<b>Qualifications and training</b>	Educated to degree level or equivalent or have demonstrable experience in contract management, or a related area.	Membership of an appropriate body e.g. CIPFA or CIPS or equivalent experience.
<b>Job specific requirements</b>	<p>Manage and monitor framework and contract management processes across the service.</p> <p>Implement standard procedures for managing Frameworks and contracts based on best practice.</p> <p>Support risk analysis, risk assessment risk mitigation and compliance monitoring to support risk mitigation.</p> <p>Support the delivery of financial savings and efficiencies of the service relating to Service Frameworks.</p>	