

Recruitment person specification

Post being recruited for: Contracts Support 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)
Experience	<p>Experience of developing and maintaining data and record systems in an appropriate manner, ensuring compliance with the Data Protection Act.</p> <p>Experience of compliance monitoring, reporting, and risk recording.</p> <p>Outstanding communication skills and ability to communicate clearly and succinctly.</p> <p>Experience of working with a range of services and organisations;</p>	<p>Experience of working with people with a range of backgrounds and professional disciplines.</p>

<p>Knowledge, skills and understanding</p>	<p>Have an up-to-date knowledge of public 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 support compliance.</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>
<p>Qualifications and training</p>	<p>Educated to degree level or equivalent or have demonstrable experience in a related area.</p>	
<p>Job specific requirements</p>	<p>Support the development of monitoring of 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>Provide administrative support to various internal boards which support the development and delivery of contracts, commissioning and brokerage functions.</p>	