

Recruitment person specification

Post being recruited for: Finance and Procurement Placement

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	Interest in finance, procurement, business, data, economics or public policy.	

Knowledge, skills and understanding	Good written and verbal communication skills. Ability to work effectively as part of a team. Ability to organise and manage information accurately. Basic IT skills including Microsoft Office applications. Ability to learn and apply new skills and knowledge. Ability to follow instructions and work under guidance.	Experience of using spreadsheets or digital systems. Interest in continuous improvement, innovation or technology. Experience of working in a team environment.
Qualifications and training	Working towards a degree	
Job specific requirements	Positive attitude and enthusiasm. Willingness to learn and develop. Reliable and organised approach to work. Ability to build positive relationships with colleagues. Interest in public services and making a positive contribution.	