

Person Specification

Position Title	Senior Procurement Specialist
Division / Section	Commercial & Procurement Services
Service Area	Resources
Responsible To	Senior Category Manager

Person Specification

Qualifications, training & professional membership	A degree or an equivalent professional qualification. Relevant or significant Procurement and Commercial experience and demonstrated competence may be taken into account in place of formal qualifications.	Essential
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The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

PROFESSIONAL KNOWLEDGE

Deep and current market insight, including current trends and needs and/or extensive procurement delivery insight

Essential

Experience of project planning in a large/complex organisation

Essential

LEADERSHIP

Ability to work within a number of multi-disciplinary teams working to deliver specific projects

Essential

Sound appreciation of the complexity and diversity of Council business.

Essential

Ability to take sound and decisive judgements in a fast-moving and highly pressurised environment

Essential

Sound understanding of both the political and local government framework together with corporate objectives to ensure that decisions taken are consistent

with the strategic vision.

Ability to lead a team of officers within a project context

Essential

COMMUNICATIONS

Communicate and negotiate effectively at all levels both verbally and in writing and able to demonstrate an ability to analyse complex issues, assess their business impact and resolve these effectively.

Essential

Present issues effectively and clearly at a variety of forums.

Essential

CHANGE MANAGEMENT

Experience in an environment where strategic change and continuous improvement has been demonstrated.

Essential

Familiarity with the principles of change management.

Competencies & Values Framework

Applicants will also be measured against the following competencies as per the Competency Level outlined in [Our Competency & Values Framework](#):

Customer focused

- manages complex customer/client relationships
- ensures regular contact with customers/client is maintained until problems are resolved
- consults on service provision and uses feedback to implement service improvements
- develops and reviews quality standards for service delivery
- manages customer/client expectation and conflicting need.

Works Effectively with others

- builds and maintains constructive working relationships with other teams and groups
- encourages equality and diversity in the workplace
- treats people at all levels of the organisation with respect and values their abilities and contribution
- tackles difficult issues of harassment, victimisation and racism in the workplace
- facilitates open discussions and resolves conflicting views
- creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas.

Managing change

- helps others to understand and address their concerns about change
- proactively sells and champions change programmes to others
- manages major conflict which could prevent changes being implemented
- asks incisive questions to open up creative thinking and fresh ideas
- assesses the impact of change and puts measures in place to minimise risk
- plans the communication of change to explain what is different and what is the same.

Taking Ownership and Responsibility

- creates a sense of urgency about a situation when deadlines are slipping
- ensures actions which are down to others take place as necessary and/ or expected
- takes advantage of opportunities to influence future events
- commits to own continuous improvement
- is prepared to go beyond what appears to be required in the interests of the organisation
- motivates individuals and groups to be proactive even when meeting resistance
- keeps promises and honours commitments.

Communicating Effectively

- chairs meetings and facilitates groups effectively
- conveys difficult messages and gains acceptance
- diffuses conflict in a constructive non-threatening manner
- presents information in a persuasive and convincing manner
- asserts own opinions and expertise in tough situations
- is highly self aware and sociable, buoyant and positive when communicating with others.

Planning and Decision Making

- goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect
- balances strict technical interpretation of issues with the need for practical solutions
- makes decisions that take account of multiple stakeholders
- properly considers departmental cost and resource implications when making judgements
- makes tough or unpopular decisions when required
- anticipates future trends/issues and amends plans accordingly.