

Recruitment person specification

Post being recruited for: Trainee Procurement Specialist

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Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	Current market insight, including current trends and needs. Able to analyse and use data including market research, spend analysis, market options, project planning	Experience in the provision of policy advice in relation to Procurement
Knowledge, skills and understanding	Promotion of best practice in Procurement and ethical purchasing standards. 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. Present issues effectively and clearly at a variety of forums.	Build relationships with internal and external stakeholders to identify projects and opportunities and to gain their buy in and support. Ability to manage conflicting interests. Sound appreciation of the complexity and diversity of Council business. Ability to take sound and decisive judgements in a fast-moving and highly pressurised environment. Experience in an environment where strategic change and continuous improvement has been demonstrated. Compliance with regulations and legislation affecting Procurement Promotion of sustainability, equalities, and delivery of community benefits through Procurement
Qualifications and training	A degree or HND/HNC preferably in a business or legal discipline an equivalent professional qualification. Relevant or significant Procurement and Commercial experience and demonstrated competence may be taken into account in place of formal qualifications	
Job specific requirements		