Person Specification

make the right move - join us

St.Helens Council

Job Title: Procurement Officer **Ref No: CCB105**

Knowledge	E = Essential D = Desirable	Identified by
An appreciation of the challenges facing the public sector and the role that procurement has to play in the modernisation agenda.	Desirable	Application/ Interview
An understanding of the current issues relating to the National Procurement agenda and how they impact on Local Authorities.	Desirable	Application/ Interview
Knowledge of procurement processes including OJEU regulations.	Essential	Interview
Interpretation and understanding of the Councils Contract Procedure Rules	Desirable	Application/ Interview
An understanding of the implications such as H & Safety, Sustainability, Equalities, have on the procurement process.	Essential	Interview
Understanding of benefits gained from the operation of Framework and Collaborative arrangements	Essential	Application/ Interview
An understanding of the complexities in organising meetings attended by Officers with internal client departments and external organisations	Essential	Application/ Interview
The ability to communicate at all levels of the Council both verbally and in writing	Essential	Application/ Interview
Skills and Abilities	**E = Essential D = Desirable**	**Identified by**
Capable of dealing with Council Officers/Members and being credible both internally and externally with Suppliers and Professional Organisations.	Desirable	Application/ Interview
The ability to stand in for the Procurement Team Manager in their absence.	Essential	Application/ Interview
Able to represent the Council's external interests in procurement processes.	Essential	Application/ Interview
To be an effective Team worker and to lead, manage, motivate and develop staff.	Essential	Application/ Interview
Able to work in a flexible, proactive and innovative way.	Essential	Application/ Interview

Person Specification

make the right move - join us

St.Helens Council

Skills and Abilities	E = Essential D = Desirable	Identified by
An ability to operate with and give advice on services and supplies.	Essential	Application/ Interview
To have an understanding of Procurement skills/techniques and to be demonstrate how you would apply these in a challenging situation.	Essential	Application/ Interview
Constantly seeking and challenging the procurement role with a view to improving existing methods and service.	Desirable	Application/ Interview
Comfortable with change and constantly seeking improvements to existing practice.	Essential	Application/ Interview
Ability to collate, analyse and interpret oral, written and numerical data. In particular, providing calculated statistics for contract awards and recommendations.	Essential	Application/ Interview
Qualifications	**E = Essential D = Desirable**	**Identified by**
Corporate Member of the Chartered Institute of Purchasing and Supply and/ or other relevant qualification.	Desirable	Application
Experience	**E = Essential D = Desirable**	**Identified by**
Comfortable with challenging the status quo and demonstrate how you have effectively communicated your rationale for doing so.	Essential	Application/ Interview
Special Attributes required of the Candidate	**E = Essential D = Desirable**	**Identified by**
Flexible approach to working hours.	Essential	Interview
Commitment to the delivery of high quality services.	Essential	Interview
Excellent working Knowledge of Microsoft Office packages in particular Excel.	Essential	Application/ Interview
Knowledge of “E” – Procurement Processes	Desirable	Application/ Interview
Clear and concise telephone manner	Essential	Application/ Interview
Driving licence and use of vehicle	Desirable	Application
An ability to fulfil all written and verbal aspects of the role with confidence through the medium of English.	Essential	Interview