

Person Specification: Procurement Officer

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Training	MCIPS qualified Standard Grade Maths and English	Higher grade maths and English ECDL or equivalent
Experience	Experience of communicating with staff at all levels. Experience of managing an end to end tender process and contract negotiation Experience in the use of public procurement portals such as PCS Delivery of training on procurement Experience of spend analysis using data to make recommendations Experience of supplier engagement Experience of producing strategies and policies Experienced in stakeholder management and influencing sourcing decisions to meet business objectives and goals	
Skills/ Knowledge	Sound understanding of public procurement legislation and regulation Ability to prepare tender documentation and produce specifications Competent in the use of MSOffice software packages, including	Understanding of procurement issues in a registered social landlord Understanding of the RSLs value for agenda.

	interrogation, analysis and reporting of data Strong written and verbal communication skills Organised with strong administration skills Negotiating Effective application of ICT to support efficient ways of working Strong Numerical skills	
Personal Qualities	Ability to respond to deadlines and work under pressure Excellent interpersonal and communication skills Flexible but structured approach to work Approachable and understanding Able to influence and persuade others in relation to appropriate courses of action Able to initiate and drive change and improvement	