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**Person Specification**



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| Job Title | Category Manager | | | | Directorate | Digital, Customer & Commercial Services | | | |
|  |  | | | |  |  | | | |
| Post Number | FIN127 | | | | Division | Procurement | | | |
|  |  | | | |  |  | | | |
| Grade | 9 | Salary | | £37,938 - £40,476 | Section |  | | | |
|  |  |  | |  |  |  | | | |
| Criteria (Essential) | | | | | | Assessment By | | | |
|  | | | | | |  | Application | Interview | Test | |
|  | | | | | |  | ✓ | ✓ | ✓ | |
| Experience | | | | | |  |  |  |  | |
| Understanding of procurement requirements in the Public Sector, including the principles of achieving best value | | | | | |  | ✓ | ✓ |  | |
| Ability to move outside current thinking and traditional approaches to develop new ideas and innovative commercially advantageous procurement solutions | | | | | |  | ✓ | ✓ |  | |
| Support and lead where applicable on a wide range of procurement procedures | | | | | |  | ✓ | ✓ | ✓ | |
| Supporting delivery of savings | | | | | |  | ✓ | ✓ |  | |
| Working with eProcurement systems and ability to support others (non-procurement officers) in the use of the systems | | | | | |  | ✓ | ✓ |  | |
| Understanding of programme and project management tools and techniques. | | | | | |  | ✓ | ✓ |  | |
|  | | | | | |  |  |  |  | |
| Qualifications / Training | | | | | |  |  |  |  | |
| CIPS qualified (or equivalent, or working towards) or relevant technical qualification at degree level, or equivalent experience in a relevant discipline in the public sector | | | | | |  | ✓ | ✓ |  | |
| A strong commitment to further accredited professional development. | | | | | |  | ✓ | ✓ |  | |
|  | | | | | |  |  |  |  | |
| Practical Skills | | | | | |  |  |  |  | |
| Decision Making – a willingness to act and make decisions considering policies and procedures | | | | | |  | ✓ | ✓ |  | |
| Being resourceful in the face of challenges and blocks, able and willing to challenge inappropriate procurement activity | | | | | |  | ✓ | ✓ |  | |
| Evaluate and report on progress | | | | | |  | ✓ | ✓ |  | |
| Excellent inter-personal skills | | | | | |  | ✓ | ✓ |  | |
| Excellent presentation and report writing skills | | | | | |  | ✓ | ✓ |  | |
| Analytical skills and highly numerate | | | | | |  | ✓ | ✓ |  | |
| Negotiation and influencing skills | | | | | |  | ✓ | ✓ |  | |
| Ability to work as part of a team, manage own time to ensure priorities are delivered. | | | | | |  | ✓ | ✓ |  | |
| Excellent stakeholder management skills | | | | | |  | ✓ | ✓ |  | |
| Willing to challenge status quo and to consider innovative approaches | | | | | |  | ✓ | ✓ |  | |
|  | | | | | |  |  |  |  | |
| Personal Qualities and Attributes | | | | | |  |  |  |  | |
| A knowledge of and commitment to Equality & Diversity issues | | | | | |  | ✓ | ✓ |  | |
| Embrace and promote a coaching ethos and willingness to learn | | | | | |  | ✓ | ✓ |  | |
|  | | | | | |  |  |  |  | |
|  | | | | | | | | | |
| Prepared By | | | Tim Robbins | | | | | | |
| Date | | | January 2025 | | | | | | |
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