o

**Person Specification**



|  |  |  |  |
| --- | --- | --- | --- |
| 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 |
|  |  |
|  |  |