PERSON SPECIFICATION

Procurement and Contract Management Apprentice - Level 4

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

---

Qualifications and training

Method of Assessment – D, I

Essential:

Maths and English GCSE Grades A*-C/9-4 or equivalent

Desirable:

CIPS Level 3 or equivalent experience. Any further qualifications at GCSE / A level / BTEC related to the role such as Business Administration, Business Management or Economics.

Experience and knowledge

Method of Assessment – I, T

Essential:

Demonstrable experience in building effective relationships in a work environment and confident in generating insights from data.

Desirable:

Experience in dealing with suppliers, knowledge of the overall procurement lifecycle, negotiation experience.

Specialist skills and abilities

Method of Assessment – I, T

Essential:

Demonstrable ability to maintain confidentiality of sensitive information, that you are resilient when dealing with challenging people or situations and that you are committed to lifelong learning.

Desirable:

Any knowledge of contracts, managing suppliers or how procurement is undertaken would be of value.

Awareness or knowledge of the regulations governing Public Sector procurement would be an advantage. Awareness of key supply chain risks and their management.

Personal skills and attributes

Method of Assessment – I

Essential:

Ability to work as part of a high performing team and independently, ability to process and act on feedback received, strong relationship building skills, attention to detail and ability to work to a defined set of rules and processes.

Desirable: Ability to propose improved ways of doing things and then drive performance improvement.

Fluency Duty

Essential – Communication (Fluency Duty)

This role is subject to the Fluency Duty under the Immigration Act 2016. The postholder will be required to demonstrate an appropriate level of spoken English where this is a regular and intrinsic part of the role.

This criteria applies in accordance with the statutory Fluency Duty for public facing roles

Special working conditions

Method of Assessment – I

Essential:

Essential:

Ability to work from home on a regular basis, with the requirement to attend your primary work base as and when required. Ability to travel to other sites as required by the business.

Desirable:

None