# PERSON SPECIFICATION

## Assistant Category Specialist

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

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### Qualifications and training

Method of Assessment – P, I, D

**Essential:**

- Relevant Level 4 qualification (CIPS) OR Equivalent Experience*

**Desirable:**

- Evidence of continuing professional development and willingness to undertake further in role
- Government commercial standard – Contract Management Foundation or willingness to complete within 6 months in role

### Experience and knowledge

Method of Assessment – I, P, D

**Essential:**

- A detailed understanding of the procurement cycle and how to manage souring activity.

- A comprehensive knowledge and understanding of various routes to market to procure and how to assess the relative advantages of each
- Demonstrable experience of supporting and implementing policies, procedures and systems used in the procurement and contract management lifecycle
- Knowledge of Category Strategies and how these are used to drive consistency and value as part of an overall spend taxonomy
- Experience of undertaking a varied range of tasks and prioritising workload on a day-to-day basis
- Experience of building relationships and continuous service improvement with enthusiasm and commitment to improving service delivery
- Working knowledge of all Microsoft applications

**Desirable:**

- An understanding of Public Contract Regulations 2015, Procurement Act 2023 and the 2024 Procurement Regulations and additional guidance from Government of best practice such as Government Commercial Function Procurement Policy Notes.
- Knowledge of the delivery of procurement and contract management in a local authority setting driving commercial outcomes and/or experience of procurement within a public sector setting, across a range of contract types and services
- Experience and understanding of e-procurement systems
- Experience of working with sensitive and confidential information

## Specialist skills and abilities

Method of Assessment – I, P, D

**Essential:**

- Ability to draft specifications, RFQ's, evaluation criteria, pricing submission documents and contracts using standard templates.

- Ability to draft Category Strategies using standard templates.
- Ability to analyse, interpret and present data covering verbal, graphic, numeric and statistical information and involving risk assessment targeted to specific audiences
- Ability to negotiate and influence others to deliver desired outcomes
- Interpretation of local and national policies and legislation and ability to assess the local impact and consequences for procurement

**Desirable:**

- Ability to draft Business Cases in line with HM Treasury Green Book guidance.
- Ability to undertake spend analytics to inform demand and supply side rationalisation, identify non-compliant spend etc

## Personal skills and attributes

Method of Assessment – I, P, D

**Essential:**

- Professional and personal confidence and self-motivation to manage a challenging and diverse personal workload often under pressure and to strict deadlines.
- Demonstrating high levels of drive and skill in flexible work prioritisation, organisation and time management to ensure delivery of excellent customer services to all internal and external stakeholders.
- Ability to work on own initiative on lower value procurements with flexibility and adaptability as well as being an excellent team player and being capable of working collaboratively
- Good interpersonal/communication skills, oral and written involving the production of reports and the ability to motivate others, focussing on achieving results and quality outcomes

## Decision making impact and innovation

Method of Assessment – I, P, D

**Essential:**

- Developing communication, negotiation, facilitation, and interpersonal skills with the ability to deal with a variety of internal and external stakeholders

- Developing ability to think strategically and interpret local and national policies and legislation to assess local impact and consequences for procurement and align workplans accordingly.