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| **SCOTLAND EXCEL****PERSON SPECIFICATION****POST: Category Manager – Children’s Services Social Care****LOCATION: Renfrewshire House, Cotton Street, Paisley****POST ID: 107782** |
| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EDUCATION/****QUALIFICATION** | Degree in Business or Social Care related discipline or equivalent qualificationAchieved, or working towards full membership of the Chartered Institute of Procurement & Supply (CIPS) or equivalent Business or Social Care professional membership | Full CIPS membership or equivalent Business or Social Care professional membership | Application form/Interview/ Aptitude test |
| **RELEVANT EXPERIENCE** | Significant experience in a procurement/commissioning environment | Public/private sector experience in a regulated procurement environment  | Application form/Interview/ Aptitude test |
| **SPECIAL KNOWLEDGE & SKILLS** | Extensive knowledge of managing a procurement/ commissioning function Demonstrable commercial aptitude and ability to deliver results to agreed timescales in a demanding work environmentSkilled in Microsoft Office applications and relevant software systems used to process contracts & management informationKnowledge of applying e-technologies in a business environmentKnowledge/understanding of Scotland Excel’s structure, vision and values and governance arrangements | Public/private sector experience in a role with responsibility for a wide portfolio of high value/ high risk categories of expenditure Project and/or process management experience  | Application form/Interview/ Aptitude test |

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| **PERSONAL FEATURES/****QUALITIES** | Proven ability to plan, organise, persuade, challenge, influence, negotiate and communicate effectively Highly numerate with an ability to interpret complex commercial/financial data |  | Application form/Interview/ Aptitude test |
| **MANAGEMENT COMPETENCES** | Practical/operational experience in people management Understanding of the wider management role and key responsibilities/processes Proven leadership and decision-making abilities  | Knowledge of Scotland Excel’s management policies and procedures  | Application form/Interview/ Aptitude test |
| **CUSTOMER** **SERVICE EXPERIENCE** | Demonstrable understanding of Scotland Excel’s customer care focus and continuous service improvement objectives Committed to the provision and development of excellent customer service  | Experience of customer service delivery in a Local Authority setting  | Application form/Interview/ Aptitude test |

**Last updated October 2024**