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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 qualification  Achieved, 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 environment  Skilled in Microsoft Office applications and relevant software systems used to process contracts & management information  Knowledge of applying e-technologies in a business environment  Knowledge/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**