

SCOTLAND EXCEL PERSON SPECIFICATION

POST: Procurement Coordinator

LOCATION: Renfrewshire House, Cotton Street, Paisley

POST ID: TBC

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION/ QUALIFICATION	<p>HND in business related subject or equivalent qualification</p> <p>Achieved, or working towards full membership of the Chartered Institute of Purchasing & Supply (CIPS) or equivalent</p>	<p>Degree in a business related subject</p> <p>Full CIPS membership or equivalent</p> <p>Project and/or process management qualification</p>	CV/Covering Letter/ Interview/ Aptitude test
RELEVANT EXPERIENCE	Significant experience in a procurement environment	Public/private sector experience in a regulated procurement environment	CV/Covering Letter/ Interview/ Aptitude test
SPECIAL KNOWLEDGE & SKILLS	<p>Involved in managing the procurement function from initiation through to contract management and renewal</p> <p>Demonstrable commercial aptitude and ability to deliver results to agreed timescales in a demanding work environment</p> <p>Skilled in Microsoft Office applications and relevant software systems used to process contracts & management information</p> <p>Knowledge of applying e-technologies in a business environment</p> <p>Knowledge/understanding of Scotland Excel's structure, vision and values and governance arrangements</p>	<p>Public/private sector experience in a role with responsibility for a wide portfolio of high value/ high risk categories of expenditure</p> <p>Project and/or process management experience</p>	CV/Covering Letter/ Interview/ Aptitude test

PERSONAL FEATURES/ QUALITIES	Excellent organisational, numeracy and communication skills		CV/Covering Letter/ Interview/ Aptitude test
MANAGEMENT COMPETENCES	Understanding of the management role and key responsibilities/processes	<p>Knowledge of Scotland Excel's management policies and procedures</p> <p>Practical/operational experience in people management</p> <p>Demonstrable leadership abilities</p>	CV/Covering Letter/ Interview/ Aptitude test
CUSTOMER SERVICE EXPERIENCE	<p>Demonstrable understanding of Scotland Excel's customer care focus and continuous service improvement objectives</p> <p>Committed to the provision and development of excellent customer service</p>	Experience of customer service delivery in a local authority setting	CV/Covering Letter/ Interview/ Aptitude test

Last updated February 2022