

SCOTLAND EXCEL PERSON SPECIFICATION

POST: Assistant Category Manager

LOCATION: Renfrewshire House, Cotton Street, Paisley

POST ID: tbc

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION/ QUALIFICATION	<p>Degree in business related discipline or equivalent qualification or experience</p> <p>Achieved, or working towards, or willing to work towards full membership of the Chartered Institute of Purchasing & Supply (CIPS) or equivalent professional membership or qualification</p> <p>Formal leadership & management qualification or be willing to work towards one through the Scotland Excel Academy</p>	<p>Full CIPS membership or equivalent professional membership</p> <p>Project and/or process management qualification</p>	<p>CV, covering letter</p> <p>Interview</p>
RELEVANT EXPERIENCE	<p>Significant experience in a procurement environment</p>	<p>Public/private sector experience in a regulated procurement environment</p>	<p>CV, covering letter</p> <p>Interview</p>
SPECIAL KNOWLEDGE & SKILLS	<p>Extensive knowledge of managing the procurement function cycle end to end</p> <p>Ability to understand and analyse budget information</p> <p>Highly numerate with an ability to interpret financial data</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</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>	<p>CV, covering letter</p> <p>Interview</p>

	environment Knowledge/understanding of Scotland Excel's structure, vision and values and governance arrangements		
PERSONAL FEATURES/ QUALITIES	Proven ability to plan, organise, persuade, challenge, negotiate, influence and communicate effectively		CV, covering letter Interview
MANAGEMENT COMPETENCES	Practical/operational experience in delegating and supporting development of staff Proven leadership and decision-making abilities	Knowledge of Scotland Excel's management policies and procedures	CV, covering letter Interview
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	CV, covering letter Interview

(Updated February 2022)