

SCOTLAND EXCEL PERSON SPECIFICATION

POST: Principal Procurement Specialist

LOCATION: Renfrewshire House, Cotton Street, Paisley

POST ID:

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION/ QUALIFICATION	<p>Degree in business related discipline or equivalent qualification</p> <p>Achieved, or working towards full membership of the Chartered Institute of Purchasing & Supply (CIPS) or equivalent</p>	<p>Full CIPS membership or equivalent</p> <p>Project and/or process management qualification</p>	<p>Application form/ Skills Profile</p> <p>Interview</p> <p>Aptitude test</p>
RELEVANT EXPERIENCE	<p>Significant experience in a procurement environment</p>	<p>Public/private sector experience in a regulated procurement environment</p>	<p>Application form/ Skills Profile</p> <p>Interview</p> <p>Aptitude test</p>
SPECIAL KNOWLEDGE & SKILLS	<p>Extensive knowledge of 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>	<p>Application Form/ Skills Profile</p> <p>Interview</p> <p>Aptitude test</p>

PERSONAL FEATURES/ QUALITIES	<p>Proven ability to plan, organise, persuade, challenge, influence and communicate effectively</p> <p>Highly numerate with an ability to interpret financial data</p>		<p>Application Form/ Skills Profile</p> <p>Interview</p> <p>Aptitude test</p>
MANAGEMENT COMPETENCES	<p>Practical/operational experience in people management</p> <p>Understanding of the wider management role and key responsibilities/processes</p> <p>Proven leadership and decision making abilities</p>	<p>Knowledge of Scotland Excel's management policies and procedures</p>	<p>Application Form/ Skills Profile</p> <p>Interview</p> <p>Aptitude test</p>
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>	<p>Experience of customer service delivery in a local authority setting</p>	<p>Application Form/ Skills Profile</p> <p>Interview</p> <p>Aptitude test</p>

(Updated 18 December 2012)