

SCOTLAND EXCEL PERSON SPECIFICATION

POST: Procurement Coordinator – Social Care

LOCATION: Renfrewshire House, Cotton Street, Paisley

POST ID: TBC

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION/ QUALIFICATION	<p>HND in a business or care related subject</p> <p>Achieved, or working towards full membership of of a business or care related professional body</p>	<p>Degree in a business or care related subject</p> <p>Full membership of a business or care related professional body</p> <p>Project and/or process management qualification</p>	<p>CV/Covering Letter</p> <p>Interview/ Aptitude test</p>
RELEVANT EXPERIENCE	<p>Significant experience in a commissioning/procurement environment</p>	<p>Public sector experience in a commissioning/ procurement environment</p>	<p>CV/Covering Letter</p> <p>Interview/ Aptitude test</p>
SPECIAL KNOWLEDGE & SKILLS	<p>Involved in managing the commissioning/ procurement of services 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>Knowledge of the health &/or social care sector, its relevant legislation and the current issues facing the sector.</p> <p>Project and/or process management experience</p>	<p>CV/Covering Letter</p> <p>Interview/ Aptitude test</p>

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 2017