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| **SCOTLAND EXCEL**  **PERSON SPECIFICATION**  **POST: Assistant Procurement Specialist**  **LOCATION Renfrewshire House, Cotton Street, Paisley**  **POST ID:** | | | |
| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EDUCATION/**  **QUALIFICATION** | Higher National Certificate,  SVQ Level 3 in a business related subject or equivalent qualifications/experience  Willing to work towards  membership of the  Chartered Institute of  Procurement & Supply or equivalent social care qualification | Business degree or diploma  Potential to gain a higher education qualification | CV/covering letter/on-line interview |
| **RELEVANT EXPERIENCE** | Experience of working to support a team of professionals in procurement, social care commissioning, project management or similar, or experience in an academic course of study which has enabled the development of complex analysis and stakeholder engagement skills  Experience of the benefits of applying e-technologies in a business environment.  Financial/budgetary experience | Experience in a local authority procurement environment | CV/covering letter/on-line interview |
| **SPECIAL KNOWLEDGE & SKILLS** | Knowledge of the procurement process for contracts  Skilled in the use of Microsoft Office applications, in particular Excel, to create spreadsheets and conduct data analysis  Skilled in the use of relevant software systems used to process contracts and management information  Ability to initiate and maintain effective and productive working relationships both internally and externally | Knowledge of Scotland Excel policies and procedures | CV/covering letter/on-line interview |
| **PERSONAL FEATURES/**  **QUALITIES** | Highly organised in terms of work management and delivery of work targets |  | CV/covering letter/on-line interview |
|  | Flexible in approach, ability to work effectively on own and as part of a team  Effective communication and analytical skills  Ability to engage effectively and appropriately with colleagues, customers and associates |  |  |
| **MANAGEMENT COMPETENCES** | Awareness of the strategic objectives of Scotland Excel and of how the organisation is structured and managed |  | CV/covering letter/on-line 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 stakeholder, customer and supplier engagement | Experience of customer service delivery in a local authority setting | CV/covering letter/on-line interview |

**Last Updated October 2021**