

# SCOTLAND EXCEL PERSON SPECIFICATION

**POST:** Academy Tutor (Procurement)

**LOCATION:** Renfrewshire House, Paisley

**POST ID:** tbc

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>EDUCATION/ QUALIFICATION</b>	<p>Educated to degree level or equivalent qualification/ in excess of 5 years' experience within a senior Procurement role.</p> <p>Procurement qualification at SCQF8/RQF5, or above.</p>	<p>Teaching qualification</p> <p>Membership of a relevant professional body</p>	<p>Tailored cover letter and CV / Interview</p>
<b>RELEVANT EXPERIENCE</b>	<p>Creating content and delivering face to face workshops across recognised Procurement disciplines.</p> <p>Assessing work-based-learning candidate submissions.</p> <p>Managing and leading business change projects with a proven track record of successful delivery</p> <p>Experience of managing stakeholder relationships at all levels within an organisation</p>	<p>Experience of working in or with the public sector.</p> <p>Experience of working in a learning and development or Procurement development function.</p> <p>Experience of delivering workshops on Procurement related topics</p> <p>Experience using a Moodle platform, and structuring programmes on Moodle.</p> <p>Proven digital skills using MS Office, MS Project, MS Teams, Moodle, Big Blue Button software.</p> <p>Experience of creating digital learning materials.</p>	<p>Tailored cover letter and CV / Interview</p>

<b>SPECIAL KNOWLEDGE &amp; SKILLS</b>	<p>Demonstrable ability to deliver results to agreed timescales in a demanding work environment</p> <p>Skilled in face-face delivery of learning and the delivery of online learning.</p> <p>Applied knowledge of Procurement management tools and techniques</p>	<p>Procurement delivery and development experience</p> <p>Knowledge and understanding of the public sector</p>	<p>Tailored cover letter and CV / Interview</p>
<b>PERSONAL FEATURES/ QUALITIES</b>	<p>Professional, highly organised, effective and self-motivating</p> <p>Able to lead, plan, persuade, challenge, influence and communicate.</p> <p>A flexible and results orientated approach</p> <p>Excellent communication and interpersonal skills to develop and maintain close relationships with a wide stakeholder group</p> <p>Ability to work autonomously, across Scotland, with a strong sense of initiative and ownership</p>		<p>Tailored cover letter and CV / Interview</p>
<b>MANAGEMENT COMPETENCES</b>	<p>Practical/operational experience in people management and clear understanding of key responsibilities/processes</p>	<p>Demonstrable leadership abilities</p>	<p>Tailored cover letter and CV / Interview</p>
<b>CUSTOMER SERVICE EXPERIENCE</b>	<p>Demonstrable understanding of customer care principles and continuous service improvement objectives</p> <p>Committed to the provision and development of excellent customer service</p>	<p>Experience of customer focused service delivery</p>	<p>Tailored cover letter and CV / Interview</p>
<b>COMMERCIAL ACUMEN</b>	<p>Commercially capable with strong awareness of customer value expectations</p>		<p>Tailored cover letter and CV / Interview</p>