

## SCOTLAND EXCEL PERSON SPECIFICATION

**POST:** Commercial Lead – South Lanarkshire Project

**LOCATION:** TBC

**POST ID:**

| FACTORS                                       | ESSENTIAL   | DESIRABLE  | METHOD OF ASSESSMENT             |
|---|---|--|----------------------------------|
| <b>EDUCATION/<br/>QUALIFICATION</b>           | Educated to degree level or equivalent qualification/ experience  | Achieved, or working towards full membership of the Chartered Institute of Purchasing & Supply (CIPS) or equivalent<br><br>Project management qualification and/ or experience | CV/ Covering Letter<br>Interview |
| <b>RELEVANT<br/>EXPERIENCE</b>                | Significant experience in a commercial environment<br><br>Experience of solving complex business problems and translating these into a clear strategy and plan<br><br>Experience of managing stakeholder relationships at all levels within an organisation   | Public/private sector experience in a regulated environment  | CV/ Covering Letter<br>Interview |
| <b>SPECIAL<br/>KNOWLEDGE &amp;<br/>SKILLS</b> | Demonstrable commercial aptitude and ability to deliver results to agreed timescales in a demanding work environment<br><br>Skilled in Microsoft Office applications and relevant software systems used to process contracts & management information<br><br>Knowledge of applying e-technologies in a business environment | Public/private sector experience in a role with responsibility for a wide portfolio of high value/ high risk categories of expenditure   | CV/ Covering Letter<br>Interview |

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|-------------------------------------|---|--|----------------------------------|
| <b>PERSONAL FEATURES/ QUALITIES</b> | Proven ability to plan, organise, persuade, challenge, influence and communicate effectively<br><br>Highly numerate with an ability to interpret financial data |  | CV/ Covering Letter<br>Interview |
| <b>MANAGEMENT COMPETENCES</b>       | Understanding of the wider management role and key responsibilities/processes<br><br>Proven leadership and decision-making abilities                            | Knowledge of Scotland Excel's management policies and procedures     | CV/ Covering Letter<br>Interview |
| <b>CUSTOMER SERVICE EXPERIENCE</b>  | Committed to the provision and development of excellent customer service.   | Experience of customer service delivery in a local authority setting | CV/ Covering Letter<br>Interview |