

SCOTLAND EXCEL PERSON SPECIFICATION

POST: Assistant Procurement Specialist

LOCATION Renfrewshire House, Cotton Street, Paisley

POST ID:

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION/ QUALIFICATION	<p>Higher National Certificate, SVQ Level 3 in a business related subject or equivalent qualifications/experience</p> <p>Willing to work towards membership of the Chartered Institute of Procurement & Supply or equivalent social care qualification</p>	<p>Business degree or diploma</p> <p>Potential to gain a higher education qualification</p>	CV/covering letter/on-line interview
RELEVANT EXPERIENCE	<p>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</p> <p>Experience of the benefits of applying e-technologies in a business environment.</p> <p>Financial/budgetary experience</p>	Experience in a local authority procurement environment	CV/covering letter/on-line interview

SPECIAL KNOWLEDGE & SKILLS	<p>Knowledge of the procurement process for contracts</p> <p>Skilled in the use of Microsoft Office applications, in particular Excel, to create spreadsheets and conduct data analysis</p> <p>Skilled in the use of relevant software systems used to process contracts and management information</p> <p>Ability to initiate and maintain effective and productive working relationships both internally and externally</p>	<p>Knowledge of Scotland Excel policies and procedures</p>	<p>CV/covering letter/on-line interview</p>
PERSONAL FEATURES/ QUALITIES	<p>Highly organised in terms of work management and delivery of work targets</p>		<p>CV/covering letter/on-line interview</p>
	<p>Flexible in approach, ability to work effectively on own and as part of a team</p> <p>Effective communication and analytical skills</p> <p>Ability to engage effectively and appropriately with colleagues, customers and associates</p>		
MANAGEMENT COMPETENCES	<p>Awareness of the strategic objectives of Scotland Excel and of how the organisation is structured and managed</p>		<p>CV/covering letter/on-line interview</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 stakeholder, customer and supplier engagement</p>	<p>Experience of customer service delivery in a local authority setting</p>	<p>CV/covering letter/on-line interview</p>