

SCOTLAND EXCEL PERSON SPECIFICATION

POST: Category Manager

LOCATION: Renfrewshire House, Cotton Street, Paisley

POST ID: TBC

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION/ QUALIFICATION	Degree in business related discipline or equivalent qualification Achieved, or working towards full membership of the Chartered Institute of Procurement & Supply (CIPS) or equivalent	Full CIPS membership or equivalent Project and/or process management qualification	CV/Covering Letter/ Interview/ Aptitude test
RELEVANT EXPERIENCE	Significant experience in a procurement environment	Public/private sector experience in a regulated procurement environment	CV/Covering Letter/ Interview/ Aptitude test
SPECIAL KNOWLEDGE & SKILLS	Extensive knowledge of managing the procurement function from initiation through to contract management and renewal Demonstrable commercial aptitude and ability to deliver results to agreed timescales in a demanding work environment Skilled in Microsoft Office applications and relevant software systems used to process contracts & management information Knowledge of applying e-technologies in a business environment Knowledge/understanding of Scotland Excel's structure, vision and values and governance arrangements	Public/private sector experience in a role with responsibility for a wide portfolio of high value/ high risk categories of expenditure Project and/or process management experience	CV/Covering Letter/ Interview/ Aptitude test

PERSONAL FEATURES/ QUALITIES	Proven ability to plan, organise, persuade, challenge, influence and communicate effectively	Highly numerate with an ability to interpret financial data	CV/Covering Letter/ Interview/ Aptitude test
MANAGEMENT COMPETENCES	Practical/operational experience in people management Understanding of the wider management role and key responsibilities/processes Proven leadership and decision making abilities	Knowledge of Scotland Excel's management policies and procedures	CV/Covering Letter/ Interview/ Aptitude test
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 customer service delivery in a local authority setting	CV/Covering Letter/ Interview/ Aptitude test

Last updated April 2016