

Person Specification

Job Title	Procurement Officer
Grade	Career Grade PO1 to PO3
Service/Section	Strategic Procurement Services
Directorate	Finance & Legal Services

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
Knowledge		
<p>[PO1]</p> <ul style="list-style-type: none"> Knowledge of policies and UK Procurement Regulations driving procurement. Knowledge of the rules and processes relating to the procurement of works, services and goods in a local authority setting. Evidence of continued professional development/CIPS qualification. 	<p>AF</p> <p>I</p> <p>AF/I</p>	<p>D</p> <p>D</p> <p>D</p>
<p>To progress to [PO3]</p> <ul style="list-style-type: none"> Significant Knowledge of policies and UK Procurement Regulations driving procurement. Significant Knowledge of the rules and processes relating to the procurement of works, services and goods in a local authority setting. Evidence of continued professional development with Chartered Institute of Purchasing and Supply (CIPS) qualification that is equivalent to level 4 and above. Proven ability to undertake all duties at [PO1] 	<p>AF</p> <p>I</p> <p>AF/I</p>	<p>E</p> <p>E</p> <p>D</p>
Skills and Abilities		

<ul style="list-style-type: none"> • Understanding the key themes and drivers of the Royal Borough of Greenwich's procurement. • Ability to analyse, interpret and present information and ensure Value for Money. • Ability to communicate effectively with senior officers and other colleagues as well as possessing excellent interpersonal skills. • Well-developed problem-solving abilities, including working collaboratively with others to provide practical solutions. • Ability to prioritise own workload and meet strict deadlines with a can-do attitude working the hours required to provide the service. • Ability to review and proof-read documentation effectively to check for completeness and accuracy. • Able to establish and develop positive relationships both internally and externally representing the Senior Procurement Business Partners in contract negotiations and contract disputes. • Well-developed skills in Excel and use of e-procurement systems. • Resilient, hardworking, self-motivated and forward thinking and positive in dealings with staff at varying levels. 	<p>AF</p> <p>I</p> <p>AF/I</p> <p>I</p> <p>AF/I</p> <p>I</p> <p>I</p> <p>AF</p> <p>I</p>	<p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p>
Experience		
<ul style="list-style-type: none"> • Experience of preparing contract documentation, reports, other reports and letters or similar types of documentation. • Demonstrable experience of working in a procurement or other relevant environment. • Experience of managing RFQ or tender exercise from start to finish OR, having active involvement in supporting high value and complex procurement exercise. 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>	<p>D</p> <p>E</p> <p>D</p>

<ul style="list-style-type: none"> • Experience of problem solving and decision making. • Experience of undertaking data analysis to inform strategy or policy. 	AF/I AF/I	E D
Equal Opportunities		
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	AF/I	E