**Northern Education Trust**

Post: PROCUREMENT & CONTRACT MANAGER

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **Categories** | **Essential / Desirable** | **App Form** | **Interview / Task** |
| **QUALIFICATIONS** | | | | |
| 1. | A degree and/or professional qualification relevant to the post | E | ✓ |  |
| 2. | Evidence of continuous professional development and training | E | ✓ |  |
| 3. | Member of, or be willing to work towards membership of the Chartered Institute of Procurement and Supply (MCIPS) | E | ✓ |  |
| **EXPERIENCE** | | | | |
| 4. | Experience of leading and managing a range of compliant procurement activities and drafting all associated tender and contract documentation to effectively manage commercial risks | E | ✓ | ✓ |
| 5. | Experience of providing advice and support to key stakeholders on good practice in contracting and purchasing | E | ✓ | ✓ |
| 6. | Experience of undertaking analysis of spend, markets, supplier trends and capabilities | E | ✓ | ✓ |
| 7. | Experience of supplier due diligence and auditing to ensure that suppliers meet the high ethical standards demanded by the Trust | E | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
| 11. | Excellent literacy, numeracy, communication and presentation skills | E | ✓ | ✓ |
| 12. | Knowledge of public sector procedures and regulations (including EU directives) governing the invitation and award of contracts | D | ✓ | ✓ |
|  | Robust knowledge of procurement metrics and systems with proven ability of setting, monitoring and achieving KPIs. | E | ✓ | ✓ |
|  | Excellent project management skills with experience of successfully managing a number of complex individual projects | E | ✓ | ✓ |
| 13. | Excellent organisational skills | E | ✓ | ✓ |
| 14. | ICT literate with a working ability to use key IT software to present work to a high standard | E | ✓ | ✓ |
| 15. | Ability to build effective working relationships with colleagues at all levels | E | ✓ | ✓ |
| 16. | Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector | E | ✓ | ✓ |
| 17. | Ability to work under pressure, with accuracy, unsupervised and on own initiative | E | ✓ | ✓ |
| 18. | Ability to command confidence and credibility and maintain strict confidentiality in all matters | E | ✓ | ✓ |
| **PERSONAL QUALITIES** | | | | |
| 19. | A strong commitment to the Trust values and ethos | E | ✓ | ✓ |
| 20. | Commitment to support the Trust’s agenda for safeguarding and equality and diversity | E | ✓ | ✓ |
| 21. | A flexible approach and a strong work ethic | E | ✓ | ✓ |
| 22. | Commercially astutue, articulate, technically strong and influential negotiator | E | ✓ | ✓ |
| 23. | High integrity with an ethically sound approach to building internal and external relationships | E | ✓ | ✓ |