



Person Specification

POST TITLE: Head of Procurement

DATE: May 2019

CATEGORY/ ITEM	Essential	Desirable
Qualifications, Knowledge and Experience <ul style="list-style-type: none"> • Member of the Chartered Institute of Procurement and Supply (MCIPS) • 5 years plus experience of leading procurement processes • Experience of negotiations and supplier relationship management • Experience of setting up and using procurement frameworks • Track record of delivering costs savings through procurement • Knowledge of all relevant legislation • Knowledge of public sector policy • Experience or working with procurement and/or finance systems • Evidence of continuing professional development • Driving license and own car required 	X X X X X X X	X
Skill, Abilities and Personal Qualities <ul style="list-style-type: none"> • Excellent range communication and interpersonal skills (Oral, written, presentational) • Excellent negotiation skills 	X X	



<ul style="list-style-type: none">• Self-motivated and able to act on own initiative	X	
<ul style="list-style-type: none">• Ability to build relationships and influence stakeholders	X	
<ul style="list-style-type: none">• Flexible approach and positive attitude to work	X	