

**PERSON SPECIFICATION**

**JOB TITLE: Procurement & Contract Manager**

Criteria marked Priority 1 are necessary which applicant **must have** to be appointed. Priority 2 criteria are also essential, but may be learned or developed further after appointment. We normally **shortlist** using Priority 1 criteria.

<b>No. Education and/or Experience</b>	<b>Priority 1 or 2</b>
1. Procurement and contract management experience	1
2. GCSE Maths grade A-C or equivalent & GCSE English grade A-C or equivalent	1
3. 2 A Level passes or BTEC or equivalent	2
4. Degree or Graduate Diploma	2
5. Experience of working in an educational establishment or public sector environment	1
<b>Knowledge, Skills and Abilities</b>	
6. Membership of the Chartered Institute of Procurement & Supply or studying towards MCIPS status.	2
7. Extensive experience of sourcing and tendering goods and services	1
8. Extensive experience of using eTendering platforms	1
9. Ability to undertake detailed financial analysis and due diligence checks	1
10. Able to undertake benchmarking, market review and market engagement.	1
11. Competent IT skills in particular MS Excel, Word, Powerpoint and Outlook	1
12. Ability to work on own initiative and also as part of a team	1
13. Ability to organise workload to meet deadlines and multi task	1
14. Ability to communicate effectively using a wide range of methods and styles and to a wide range of customers.	1
15. Commercial contract law experience and knowledge	1

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| 16. | Excellent stakeholder management skills with the ability to engage at all levels.   | 1 |
| 17. | Strong commercial acumen with significant experience of managing multiple commercial contracts.   | 1 |
| 18. | Experience of undertaking spend analysis and ascertaining opportunities for procurement activity to release value   | 1 |
| 19. | Excellent interpersonal and communication skills.   | 1 |
| 20. | Extensive experience and understanding of commercial risk, and the ability to identify, mitigate and escalate as appropriate.   | 2 |
| 21. | Proven ability to deliver procurement operations through effective client management and to develop rapport with colleagues and contacts, utilising negotiating and influencing skills to produce a positive outcome. | 2 |
| 22. | Ability to promote and adhere to the College and Academy Trust's Finance Regulations, Equality and Diversity, Safeguarding, and Health and Safety Policies, and other corporate policies.                             | 2 |
| 23. | Willingness to travel to schools and college centres when the need arises   | 2 |