

Person Specification

Post Title:	Commercial and Procurement Officer		
Directorate:	Business Support		
Location:	SHQ		
Grade:	F	Date:	March 2025

Guidance Notes

Please note that 'Essential' denotes those requirements, which the applicant **must** hold to be shortlisted for interview.

	Requirements: E = Essential D = Desirable	E/D	Measure (see below)
Knowledge and Experience			
<i>Following instructions and procedures</i>	Experience of public sector procurement and contract management.	E	1,3
<i>Job Specific</i>	Clear understanding of managing all aspects of maintaining contracts data base.	E	1
	Knowledge of procurement benchmarking.	E	1,3
	Experience of running low level tenders with a working knowledge of public sector procurement law and experience of managing lower-level contracts and monitoring and improving performance and mitigating risks.	E	1,2
<i>Creating and Innovating</i>	Experience of preparing and analysing management reports.	E	1
<i>Working with People</i>	Appreciation of working in a public sector environment and an ability to understand and respond to different perspectives.	E	3
<i>Analysing</i>	Experience of financial and budgetary reporting.	E	2
<i>Delivering results and meeting customer expectations</i>	Experience of building successful relationships with suppliers and other relevant parties.	E	1,3
Equality and Fairness			
<i>Minimum requirement Particular EO requirement for the post</i>	Sound knowledge of and commitment to Equality, Diversity & Inclusion.	E	1,3

<i>This is law and part 7 of the Code of Practice on the English language requirements for public sector workers.</i>	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E	1,2,3
Qualifications and Training			
<i>Academic Professional Job related Vocational</i>	Educated to 'A' Level standard and/or qualification by experience of working in a commercial environment.	E	1,5
	Proficient in the use of Microsoft Excel. Solid working knowledge of PowerPoint and MS Word.	E	1,2,5
	Interest in pursuing a career in procurement and either studying for or wishing to study for CIPS (Chartered Institute of Procurement and Supply) accreditation.	D	1,5
Skills			
<i>Persuading and Influencing</i>	Ability to provide support to relevant stakeholders and act as a subject matter expert.	E	1,2
<i>Adhering to principles and values</i>	Ability to build and maintain good working relationships and also promote positive culture within the Corporate Support department.	E	3
<i>Analysing</i>	Ability to present complex data reports in a clear and concise manner.	E	2
	High level numeracy skills to interpret and translate financial information.	E	2
<i>Adapting and responding to change</i>	Ability to show initiative in maintaining and increasing knowledge regarding procurement legislation.	E	1
<i>Presenting and Communicating Information</i>	Excellent written and oral communication skills to advise procurement aspects effectively with non-specialist managers.	E	2
Other			
	Must be willing to undertake a relevant criminal record check.	E	5
	The post holder will be required to regularly visit a range of locations within Leicestershire.	E	1,3

Guidance Notes

In weighing the factors "essential" denotes those requirements that the candidate **must** hold. The qualities specified must be strictly based on requirements to perform the job and must not be unnecessarily restrictive or demanding.

Measures

1 = Application Form

2 = Testing

3 = Interview

4 = Pre-Screen

5 = Other (e.g.: DBS Check/Certificates)