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| **PERSON SPECIFICATION** | | | |
| **Post: Procurement Manager** | | **School: Gosforth Group** | |
| **FACTOR** | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| **SKILLS, KNOWLEDGE AND APTITUDES** | * A self-starter, who can prioritise workload to meet deadlines without compromising on quality * Ability to build effective and constructive working relations across the organisation * Excellent negotiation skills * Ability to influence others * Excellent written and verbal communication skills * Good IT skills * Good analytical skills * An effective and supportive team player * Good attention to detail | * Working knowledge of Academy and Public Sector procurement regulations * Working knowledge of OJEU/TED, Tenders and Frameworks * Vision, imagination and creativity | * Interview * Application form * References |
| **QUALIFICATIONS AND TRAINING** | * A degree/degree equivalent level and/or professional qualification relevant to the post and/or qualified by experience | * Member or working towards membership of the CIPS * Degree/degree equivalent level in Procurement | * Application form * Interview * References * Sight of Certificates |
| **EXPERIENCE** | * Leading and managing a range of procurement processes * Good working knowledge of procurement legislation * Supplier negotiations and relationship management * Setting up and using procurement frameworks * Providing advice and support on procurement * Supplier due diligence, auditing and monitoring | * Track record of delivering cost savings through procurement * Working knowledge of Asset Management Systems * Developing policies and procedures * Experience of working in Academy Sector | * Application form * Interview * References |
| **PERSONAL QUALITIES** | * Good organisational and time management skills * Good team player * Capacity for hard work and resilience * A positive approach to change and continuous improvement * Ability to form and maintain appropriate relationships and personal boundaries with students | * Self-motivated and proactive in regards to personal development * An interest and commitment to the whole school community | * Interview |
| **SPECIAL REQUIREMENTS** | * Satisfactory Enhanced Disclosure with the Disclosure and Barring Service * Occupational Health clearance * Right to work in the UK * Ability to travel as required |  | * Application form * Interview * References |