

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.

No.	Education and/or Experience	Priority 1 or 2
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
Knowledge, Skills and Abilities		
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

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