

## PERSON SPECIFICATION

<b>Job Title</b>	Contract Management and Business Officer Manydown	<b>Job Number</b>	TBC
<b>Business Unit</b>	Corporate Services and Assets	<b>Location</b>	Hybrid (Civic Campus and Home Working) with travel required
<b>Completed By</b>	Project Director Manydown	<b>Date</b>	October 2022

Criteria (insert/delete rows as required)	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
• 5 GCSE's Grades A-C including Mathematics and English.	✓		Certificates and Application form
• Supply Chain Management NVQ Level 3 or associated discipline	✓		Certificates and Application form
• Full Member of Chartered Institute of Purchasing and Supply (CIPS) or working towards or equivalent relevant professional body		✓	Certificates and Application form
• Evidence of appropriate training courses showing up to date on current contract management best practice	✓		Certificates and Application form Certificates
Work Experience & Attainments Previous work experience relevant to the job			
• Comprehensive contract management and monitoring experience	✓		Application form and interview
• Knowledge of public sector procurement practices		✓	Application form and interview
• Comprehensive understanding of public procurement law and contracts	✓		Application form and interview
• Knowledge of benchmarking and continual improvement processes	✓		Application form and interview
• Experience of calling off Government framework agreements and Frameworks of other public purchasing bodies	✓		Application form and interview
• Comprehensive experience of EU and local government tendering processes	✓		Application form and interview
Skills and Competencies			

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Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
<b>Collaborative Working</b> <ul style="list-style-type: none"> <li>Works collaboratively with other business units and partners/stakeholders</li> </ul>	✓		Application form and interview
<b>Customer Focus</b> <ul style="list-style-type: none"> <li>Uses feedback to identify and implement ways of enhancing customer service</li> </ul>	✓		Application form and interview
<b>Communication</b> <ul style="list-style-type: none"> <li>Presents difficult information in ways which promote understanding, both orally and in writing</li> </ul>	✓		Interview
<b>Innovation and Creativity</b> <ul style="list-style-type: none"> <li>Seeks alternative and different ways towards achieving goals</li> </ul> <b>Planning and Organising</b> <ul style="list-style-type: none"> <li>Anticipates potential difficulties in managing workload and identifies solutions</li> </ul>	✓		Application form and interview
<b>Political Effectiveness</b> <ul style="list-style-type: none"> <li>Is aware of the needs of all relevant partners/stakeholders and how this impacts on their role</li> </ul>	✓		Application form and interview
<b>Analytical Thinking and Decision Making</b> <ul style="list-style-type: none"> <li>Has the confidence to take decisions appropriate to own level of responsibility and authority</li> </ul>	✓		Interview
<b>Personal Effectiveness and Development</b> <ul style="list-style-type: none"> <li>Strives for continuous improvement, encouraging and stimulating others to achieve high standards (</li> </ul>	✓		Interview
<b>Dealing with Change</b> <ul style="list-style-type: none"> <li>Supports others in adapting to change, identifying the benefits</li> </ul>	✓		Interview
<b>Strategic Delivery</b> <ul style="list-style-type: none"> <li>Monitors and evaluates progress towards achieving corporate objectives and priorities</li> </ul>	✓		Interview
<b>PC/Computer Literacy</b> Job content relating to this			
<ul style="list-style-type: none"> <li>Fully computer literate with an emphasis on using ICT to streamline processes</li> </ul>	✓		Application form and interview
<b>Circumstances</b> Location, flexibility and mobility; other circumstances specific to the job			

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	Essential	Desirable	
<ul style="list-style-type: none"> <li>Some travel may be required to meetings for example in London or Winchester</li> </ul>	✓		Application form and interview

*Make a selection from the skills and competencies below to best suit the role*

### Skills and Competencies List:

#### Communication/Presentation Skills

Able to communicate information and ideas clearly and accurately, both in oral and written form with peers, Senior Management Team and Members

Excellent Negotiating skills

#### Planning and Organisation

Achieves results in quality, in a timely and cost effective way. Sets priorities and plans, monitors progress

Proven project management experience

Ability to establish appropriate systems to monitor required outcomes

Strong data analysis skills

#### Team Working

Can get things done through others. Participates and co-operates with team to deliver shared objectives

#### Problem Solving and Decision Making

Experience of managing poor performance and achieving a satisfactory outcome