



## Person Specification

### Job Title: Procurement Manager

Knowledge & Experience	Essential	Desirable
Experience of leading and managing a range of compliant procurement activities and drafting all associated tender and contract documentation to effectively manage commercial risks	✓	
Experience of providing advice and support to key stakeholders on good practice in contracting and purchasing	✓	
Experience of undertaking analysis of spend, markets, supplier trends and capabilities	✓	
Knowledge of public sector procedures and regulations (including EU directives) governing the invitation and award of contracts		✓
Robust knowledge of procurement metrics and systems with proven ability of setting, monitoring and achieving KPIs.	✓	
Experience of supplier due diligence and auditing to ensure that suppliers meet the high ethical standards demanded by the Trust	✓	
<b>Qualifications</b>		
A degree and/or professional qualification relevant to the post and/or equivalent learning through professional experience	✓	
Member, or working towards membership of the Chartered Institute of Procurement and Supply (MCIPS)	✓	
<b>Skills</b>		
Excellent literacy, numeracy, communication and presentation skills	✓	
Excellent negotiation skills	✓	
A strong understanding of ICT and its potential for the effectiveness of the organisation	✓	
Excellent project management skills with experience of successfully managing a number of complex individual projects	✓	
Ability to work under pressure, with accuracy, unsupervised and on own initiative	✓	
<b>Personal Qualities</b>		
The requirement is for a commercially astute, articulate, technically strong and influential negotiator with the ability to think strategically	✓	

A team player with excellent communication skills and a robust and focused approach to embedding commercial practices without compromising on the Trust's vision and values	✓	
High integrity with an ethically sound approach to building internal and external relationships	✓	
A mature and balanced approach to the assessment and management of risk	✓	
An ability to use leadership skills and qualities to influence at senior and junior levels in the organisation	✓	
High emotional resilience and intelligence in order to drive significant change in a sensitive manner	✓	