



ADUR & WORTHING  
COUNCILS

**Person Specification**

<b>Authority:</b>	Adur and Worthing Councils (For the purposes of employment the postholder will be employed by Adur District Council)
<b>Directorate:</b>	Digital and Resources
<b>Section:</b>	Procurement & Contracts
<b>Post Title:</b>	Procurement Officer (Trainee) Career Grade 4 - 6
<b>Post Number:</b>	
<b>Accountable to:</b>	Procurement Manager
<b>Management responsibility for:</b>	n/a
<b>Authority to liaise with:</b>	Contractors, Officers of Adur and Worthing and other Councils, Local Authority Procurement Consortia, Government Agencies, Voluntary Organisations, Business Associations (e.g. Chamber of Commerce)

Area	Requirements	
Qualifications	Essential	Desirable
	A degree or an equivalent professional qualification or relevant experience and demonstrated competence	
<b><i>Professional Registration (where applicable)</i></b>	(G6) Membership of Chartered Institute of Procurement & Supply (MCIPS) or an equivalent professional qualification	(G4/5) studying (or prepared to study) for MCIPS qualification or equivalent professional qualification.

Knowledge & Experience		
(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)	<p>Knowledge and understanding of good business administrations practices</p> <p>(G5/G6) Good understanding of the Public Contracts Regulations and wider legislative requirements</p>	<p>Local Government procurement experience</p> <p>Previous practical experience in buying goods and services. Contract management experience.</p> <p>Contributing to successful project outcomes and engaging with all levels of an organisation.</p>
Skills		
Communication/ relationship	<p><b>Internal and External:</b></p> <p>Ability to engage with people at all levels.</p> <p>Communicate and negotiate effectively at all levels both verbally and in writing and able to demonstrate an ability to analyse complex issues, assess their business impact and resolve these effectively.</p> <p>Present issues effectively and clearly at a variety of forums</p> <p>Willingness to work as part of a team and on own initiative.</p>	<p>Robust and sensitive to public and political perceptions.</p>
Analytical/ judgmental	<p>Able to assimilate, analyse and evaluate large quantities of information quickly.</p>	<p>Problem solving/conflict resolution skills</p> <p>Good negotiation and mediation skills.</p>
Planning/ organisational	<p>Self-motivated and able to use own initiative</p>	<p>Able to prioritise multiple tasks and meet project deadlines.</p>
IT	<p>Computer literacy.</p> <p>Good knowledge of using Microsoft Word and Excel Products.</p>	<p>Knowledge of Google Apps for Work (Gmail, Google Calendar, Google Docs, Sheets etc.)</p>

	Able to promote and develop use of new technology.	Understanding of financial and procurement systems.
<b>Abilities</b>		
Physical		Possess valid driving licence
Mental	Ability to cope with multiple demands and meet project deadlines	
Emotional		Good empathy and mediation skills
Working conditions / Style	Flexible - primarily based at the Town Hall but able to work locally with clients as required	
<b>Other:</b> •		

**Person Specification agreed by:**

<b>Post holder:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Executive Head of Service:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	