

Person Specification

JOB TITLE:	Buyer	POST NO:	
GRADE:		DEPARTMENT:	Procurement
HOURS			
DIVISION:	Corporate Services	DIRECTOR:	Cecillie Booth
DATE:	12 Nov 2022	COMPLETED BY:	George Wallace

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> A strong understanding of the procure to pay process A/I Knowledge of Public Sector Rules and procurement processes. A/I 	<ul style="list-style-type: none"> Knowledge and use of Power BI A/I
SKILLS & ABILITIES	<ul style="list-style-type: none"> A strong understanding of the procure to pay process AI Working knowledge of MRP/ERP systems AI The ability to manage conflicting workloads to meet deadlines AI Commercially Orientated AI Exceptional analytical, problem solving and numerical skills. Ability to absorb complex, fragmented information and devise solutions or analysis AI Able to use a number of Business reporting tools AI Ability to produce a range of MI Data from a variety of sources AI Highly team-orientated, and focused on driving results. AI Innovative approach to problem solving. AI Excellent communicator both written and verbal AI Understand the principals of good client relationships AI Ability to respond constructively in challenging Stakeholders at all levels AI Ability to de-escalate conflict AI Highly organised with a strong attention to detail. AI Ability to benchmark from a range of data sources AI 	

	<ul style="list-style-type: none"> Ability to source innovative solutions to enhance business results and deliver value for money. AI 	
EXPERIENCE	<ul style="list-style-type: none"> A minimum of 3 year tactical (operational) buying experience AI Experience of working with MRP/ERP systems AI Experience in Analysis and Interpretation of data and data system AI 	
QUALIFICATIONS	<ul style="list-style-type: none"> To be a member of CIPS and working towards professional qualification (Part Qualified), or minimum of 3 year tactical (operational) buying experience. AI 	Intentionally Blank
PERSONAL CIRCUMSTANCES	Intentionally Blank	Intentionally Blank
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. AI	Intentionally Blank
CUSTOMER CARE	Knowledge and understanding of effective customer care AI	Intentionally Blank

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*