

## PERSON SPECIFICATION

**JOB TITLE:** Team Leader

**GRADE:**POD/POE

**PREPARED BY:** Sue Dasent

**DEPARTMENT:** Procurement & Contract Management

**POST NO:**45002361

**DATE:** Sep 2011

<b>E = ESSENTIAL</b>		<b>SOURCE OF EVIDENCE - APPLICATION = A</b>	
<b>D = DESIRABLE</b>		<b>TEST = T</b>	<b>INTERVIEW = I</b>
<b>1. EXPERIENCE, direct work experience, other relevant experience.</b>		<b>W =5</b>	
<b>E</b>	Substantial experience working within a procurement or contract management function within either the private or public sector.		<b>A/I</b>
<b>E</b>	Experience of team management within a related area.		<b>A/I</b>
<b>E</b>	Extensive practical experience of undertaking procurement and contract management activities at a senior level within a complex organisation preferably covering at least one of the areas for which this post is responsible.		<b>A/I</b>
<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>		<b>W =4</b>	
<b>E</b>	Sound working knowledge of the legal and regulatory framework governing public sector procurement		<b>A/I</b>
<b>E</b>	Extensive knowledge gained through operational experience of the methodologies and processes required for the successful operation of category-based procurement and contracting unit.		<b>A/I</b>
<b>D</b>	Sound knowledge and understanding of local government and the decision-making process		<b>A/I</b>
<b>D</b>	A good knowledge and understanding in order to be able to lead the provision of an effective support to the relevant client area.		<b>A/I</b>
<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>		<b>W =5</b>	
<b>E</b>	Excellent communication, facilitation, presentation and oral and written report writing skills		<b>I/T</b>
<b>E</b>	Ability to lead, manage and motivate a team of professional staff		<b>I/T</b>
<b>D</b>	Ability to take a balanced view recognising and balancing the conflicting priorities of key stakeholder groups		<b>I/T</b>
	Highly developed commercial awareness and understanding		<b>I/T</b>
<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given.</b>		<b>W =5</b>	
<b>E</b>	Recognised professional qualification in a relevant field		<b>A</b>
<b>D</b>	Evidence of and commitment to continuous professional development		<b>A/I</b>
<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>		<b>W =5</b>	
<b>E</b>	Ability to understand and explain current issues, political sensitivities and policies and relate them to the responsibilities of the team and develop appropriate strategies.		<b>I/t</b>
<b>E</b>	Analytical and decisive with the capability to express information and ideas (both orally and in writing) in a manner which is appropriate, logical, well-structured, concise, timely, accurate and meaningful to the recipient.		<b>I/T</b>
<b>E</b>	Ability to challenge effectively and influence the ideas, proposals and decisions of others including those over whom you have no formal authority and who often will be senior.		<b>I</b>
<b>E</b>	Ability to plan and prioritise own and their team's work methodically and with great attention to detail within an ever-changing work environment.		<b>I</b>
<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.</b>		<b>W =3</b>	

<b>D</b>	Able to work outside office hours and undertake mainland travel as necessary.	<b>I</b>
	<b>CONTRA INDICATIONS, if any</b>	