

**PERSON SPECIFICATION**  
**Senior Procurement Assistant**

**Vacancy Ref: 0542-24**

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Effective numeracy, literacy skills (GCSE Maths and English) and a proven track record of success and experience in a relevant and equivalent role	Essential	Supporting Statement
Experience of financial, procurement and computer systems	Essential	Supporting Statement/ Interview
Advocate of customer care including experience in handling queries in a professional manner and resolving routine problems.	Essential	Supporting Statement/ Interview
Experience of working under pressure with proven experience of delivering results and working to deadlines	Essential	Supporting Statement/ Interview
Strong organisational skills with the ability to manage multiple tasks concurrently	Essential	Supporting Statements/ Interview
Strong influencing and team working skills able to build and maintain trusting relationships with both colleagues and suppliers	Essential	Supporting statements/
Commitment to undergo further training to include Chartered Institute of Procurement and Supply qualifications	Desirable	Interview
Ability to work in a team and have a flexible approach to work and colleagues.	Essential	Interview
Good communication skills.	Desirable	Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by competency based interview questions, tests, presentation etc.