

Person Specification

Job Title: Head of Procurement

| Knowledge & Experience | Essential | Desirable |
|---|------------------|------------------|
| Experience of leading and managing a range of compliant procurement activities and drafting all associated tender/contract documentation to effectively manage commercial risks | ✓ | |
| Experience of providing advice and influencing stakeholders at all levels on procurement matters | ✓ | |
| Experience of undertaking analysis of spend (across multiple sites), 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 | ✓ | |
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| Qualifications | | |
| A degree and/or professional qualification relevant to the post. | ✓ | |
| Member of the Chartered Institute of Procurement and Supply (MCIPS) | ✓ | |
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| Skills | | |
| 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 | ✓ | |
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| Personal Qualities | | |
| The requirement is for a commercially astute, articulate, technically strong and influential negotiator with the ability to think strategically | ✓ | |

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| 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 | ✓ | |