

PERSON SPECIFICATION

Job Title	Contracts Management Assistant
Band	5
Team	Finance, Contracting and Procurement
Responsible to	Lead Contracting Manager
Accountable to	Head of Procurement and Contracting

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Education and Qualifications	Educated to degree level in relevant subject or equivalent level of experience of working at a similar level in specialist area.		AC
	Evidence of continuing personal/professional development.		AI
Experience	Demonstrable specialist skills in the development and improvement of performance monitoring systems.		AI
	Demonstrable evidence of performance management and improvement.		AI
		Working experience of the NHS standard contracts and other contract types.	AI
Skills, Knowledge and Competencies	Project management and prioritisation skills and the ability to manage and work within tight resources and timescales.		AI
	Analytical skills including managing activity, projects and business information.		AI
			AI

	<p>A sound understanding of the NHS commissioning cycle and understanding of healthcare pathways.</p> <p>Working knowledge and experience of MS Office products, including Word, Excel, Outlook and Access</p>		AI
Personal Attributes	<p>An ability to prioritise workload.</p> <p>Ability to work on own initiative.</p> <p>Provide a flexible approach to an evolving ICB business.</p> <p>Show empathy when handling difficult or in emotional situations.</p> <p>Ability to work effectively under pressure with changing priorities.</p> <p>Ability to work interdependently and with minimum supervision.</p>		<p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p>
Other	Willing to travel to other sites as required		AI