

EMPLOYEE SPECIFICATION FOR THE POST OF Procurement Category Manager Band 6

This specification should not be completed until the attached guidance notes have been read.

Attribute	Essential	Weight	Desirable	Weight	How Identified
Values and Behaviours	<ul style="list-style-type: none"> All colleagues are expected to demonstrate that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values: Trust Honesty Respect Compassion Teamwork All colleagues are expected to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion (EDI) and how it applies to their role. The Trust's expectations are highlighted within our EDI Policy, and associated EDI and Human Rights legislation 				
Qualifications - Academic / Craft / Professional	<p>Educated to degree level or equivalent level of knowledge/experience</p> <p>CIPS Level 5</p>	<p>10</p> <p>10</p>	MCIPS (Level 6 Professional Diploma in Procurement and Supply)	5	

Training	Evidence of continuous professional development.	10	Training on UK Procurement Regulations	5	
Experience	Significant professional procurement experience	10	Experience of leading / supporting a procurement category and developing specialist procurement expertise	5	
	Experience of delivering results and leading transformational change with a strategic procurement environment.	10			
	Experience of developing robust stakeholder relationships	10	Procurement experience in a Public Sector environment	5	

Attribute	Essential	Weight	Desirable	Weight	How Identified
Knowledge	<p>Demonstrable knowledge, experience and understanding of the principles and practice of:</p> <ul style="list-style-type: none"> • Knowledge of all aspects of the Procurement life cycle • excellent customer service; • appropriate risk management 	20	<p>Specialist knowledge of public sector procurement law and contract law including public sector regulations</p> <p>Knowledge of public sector financial regulations and procedures.</p> <p>Comprehensive knowledge of public sector policy environment in terms of Best Value, NHS Procurement Regulations</p> <p>People management</p>	10	

Skills	Presentation/ facilitation/teaching skills Effective negotiation skills Good keyboard skills and fully conversant with Microsoft Office packages including Word and Excel	10	Experience of electronic tendering portals	5	
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