

# SOUTH DERBYSHIRE DISTRICT COUNCIL - PERSON SPECIFICATION

## Procurement Apprentice

### Qualifications, Professional Membership, Technical Skills

ESSENTIAL	DESIRABLE	HOW ASSESSED
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills.</li> <li>• Competent literacy and numeracy skills evidenced through academic and/or vocational attainments.</li> <li>• Excellent knowledge in using Microsoft Office and other IT applications.</li> <li>• High accuracy and attention to detail.</li> <li>• Understanding the importance of security and confidentiality of personal and other data.</li> </ul>	<ul style="list-style-type: none"> <li>• Work experience in an office or similar environment.</li> </ul>	<p>Application Form</p> <p>Copy of qualifications</p> <p>Interview</p>

Competency	Essential	Desirable	How Assessed
Achieving Results	<ul style="list-style-type: none"> <li>• Demonstrates a consistent approach to completing tasks, coursework or goals to a good standard and on time.</li> <li>• Willing to take ownership of tasks with appropriate guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working on tasks or projects that required planning or coordination.</li> <li>• Has contributed to successful outcomes in a project, placement, job, or voluntary activity.</li> </ul>	<p>Interview</p> <p>Application Form</p>

Communication	<ul style="list-style-type: none"> <li>Communicates clearly in both written and spoken formats.</li> <li>Able to follow instructions and explain information to others.</li> <li>Competent using IT to draft, organise or present information (e.g. emails, documents, spreadsheets).</li> </ul>	<ul style="list-style-type: none"> <li>Experience of producing written information (e.g. reports, assignments, presentations) in an academic, workplace, or voluntary setting.</li> <li>Comfortable interacting with a range of audiences.</li> </ul>	Interview  Application Form
Creative Thinking	<ul style="list-style-type: none"> <li>Open to new ideas and approaches.</li> <li>Uses initiative to complete tasks or suggest improvements.</li> </ul>	<ul style="list-style-type: none"> <li>Has contributed creative input or problem-solving to a team, academic project or other setting.</li> </ul>	Interview
Decision Making and Problem Solving	<ul style="list-style-type: none"> <li>Uses a logical and structured approach to tasks or problems.</li> <li>Able to gather, understand and organise information to support decisions.</li> </ul>	<ul style="list-style-type: none"> <li>Has used evidence or reasoning to make a decision or recommendation in an academic or practical setting.</li> </ul>	Interview
Making Change Work	<ul style="list-style-type: none"> <li>Willing to adapt to new systems, environments or feedback.</li> <li>Shows enthusiasm for learning and development.</li> </ul>	<ul style="list-style-type: none"> <li>Has contributed to change or improvement within a team, project or organisation.</li> </ul>	Interview
Managing Resources, Projects and Processes	<ul style="list-style-type: none"> <li>Able to manage own time and workload with support.</li> <li>Keeps track of tasks and takes ownership of completion.</li> </ul>	<ul style="list-style-type: none"> <li>Has supported or delivered a small project, assignment, or event.</li> </ul>	Interview

Organisational Awareness and Commitment	<ul style="list-style-type: none"> <li>• Understands the importance of following procedures, policies and guidance.</li> <li>• Shows an interest in how local government serves the community.</li> <li>• Contributes to the vision and values of the Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Some awareness of how public services are structured and delivered.</li> </ul>	Interview
Personal Impact	<ul style="list-style-type: none"> <li>• Able to work effectively as part of a team.</li> <li>• Committed to personal development.</li> <li>• Positive and confident approach.</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to take on new challenges and responsibilities.</li> </ul>	Interview
Working Relationships	<ul style="list-style-type: none"> <li>• Displays willingness to learn from others, including own team members and peers.</li> <li>• Able to build positive working relationships with team members and other colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>• Has participated in collaborative work or study activities.</li> </ul>	Interview
Equal Opportunities and Fairness	<ul style="list-style-type: none"> <li>• Understands the importance of treating others with dignity and respect.</li> <li>• Committed to inclusive and fair working practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of equality and inclusion in a workplace, educational or public service context.</li> </ul>	Interview

**Date Issued: September 2025**

**Issued by: Harold Talbot-Tomlinson**