

SOUTH DERBYSHIRE DISTRICT COUNCIL – PERSON SPECIFICATION

Directorate: Resources and Transformation	Service: Customer Services	Job Title: Procurement Support Officer
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Qualifications, Professional Membership, Technical Skills

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

Competency	Essential	Desirable	How Assessed
Achieving Results	<ul style="list-style-type: none"> • Demonstrates a consistent approach to completing tasks, coursework or goals to a good standard and on time. • Willing to take ownership of tasks with appropriate guidance. 	<ul style="list-style-type: none"> • Experience of working on tasks or projects that required planning or coordination. • Has contributed to successful outcomes in a project, placement, job, or voluntary activity. 	Interview Application Form
Communication	<ul style="list-style-type: none"> • Communicates clearly in both written and spoken formats. • Able to follow instructions and explain information to others. • Competent using IT to draft, organise or present information (e.g. emails, documents, spreadsheets). 	<ul style="list-style-type: none"> • Experience of producing written information (e.g. reports, assignments, presentations) in an academic, workplace, or voluntary setting. • Comfortable interacting with a range of audiences. 	Interview Application Form
Creative Thinking	<ul style="list-style-type: none"> • Open to new ideas and approaches. • Uses initiative to complete tasks or suggest improvements. 	<ul style="list-style-type: none"> • Has contributed creative input or problem-solving to a team, academic project or other setting. 	Interview

Competency	Essential	Desirable	How Assessed
Decision Making and Problem Solving	<ul style="list-style-type: none"> • Uses a logical and structured approach to tasks or problems. • Able to gather, understand and organise information to support decisions. 	<ul style="list-style-type: none"> • Has used evidence or reasoning to make a decision or recommendation in a practical setting. 	Interview
Making Change Work	<ul style="list-style-type: none"> • Willing to adapt to new systems, environments or feedback. • Shows enthusiasm for learning and development. 	<ul style="list-style-type: none"> • Has contributed to change or improvement within a team, project or organisation. 	Interview
Managing Resources, Projects and Processes	<ul style="list-style-type: none"> • Able to manage own time and workload with support. • Keeps track of tasks and takes ownership of completion. 	<ul style="list-style-type: none"> • Has supported or delivered a small project, assignment, or event. 	Interview
Organisational Awareness and Commitment	<ul style="list-style-type: none"> • Understands the importance of following procedures, policies and guidance. • Shows an interest in how local government serves the community. • Contributes to the vision and values of the Council. 	<ul style="list-style-type: none"> • Some awareness of how public services are structured and delivered. 	Interview
Personal Impact	<ul style="list-style-type: none"> • Able to work effectively as part of a team. • Committed to personal development. • Positive and confident approach. 	<ul style="list-style-type: none"> • Willing to take on new challenges and responsibilities. 	Interview

Competency	Essential	Desirable	How Assessed
Working Relationships	<ul style="list-style-type: none"> • Displays willingness to learn from others, including own team members and peers. • Able to build positive working relationships with team members and other colleagues. 	<ul style="list-style-type: none"> • Has participated in collaborative work or study activities. 	Interview
Equal Opportunities and Fairness	<ul style="list-style-type: none"> • Understands the importance of treating others with dignity and respect. • Committed to inclusive and fair working practices. 	<ul style="list-style-type: none"> • Awareness of equality and inclusion in a workplace, educational or public service context. 	Interview

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