

PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Job Title	Procurement Officer
Department	Procurement (Financial Services)
Job Family	Specialist

Category	No.	Requirements	Essential (E) or Desirable (D)	Evidence: A, I, P, O (see key)
Education & Qualifications	1.	4 GCSE passes - Grade A* - C / 9 - 4, including English and Mathematics or equivalent Level 2 qualification (including L2 functional skills), or higher-level relevant qualification	E	A
	2.	Qualified to degree level (MCIPS qualified/graduate level) or equivalent managerial qualification, or able to demonstrate significant level of graduate calibre experience at a senior level in a relevant sector, ideally Procurement and Supply	E	A
Knowledge & Experience	3.	Experience of managing procurement processes in a public sector environment	E	A, I
	4.	Experience of managing contracts and supplier relationships	D	A, I
	5.	Commercial awareness and knowledge of factors affecting supply markets (Pre-Market Engagement)	D	A, I
	6.	Experience of planning and administering projects	E	A, I
	7.	Good understanding of procurement legislation and procedures including the Public Contracts Regulations 2015 and awareness of the Procurement Act 2023	E	A, I
Skills & Abilities	8.	Excellent communication skills and a positive attitude to internal/external customer care	E	A, I
	9.	IT literate with knowledge of Microsoft Office products including Excel and Word	E	A, I
	10.	Ability to prioritise workloads and demonstrate effective planning and organisational skills	E	A, I
	11.	Able to work as part of a team	E	A, I
	12.	Able to work in partnership with a wide range of stakeholders	D	A, I
	13.	Demonstrate a logical approach to	D	A, I

		problem solving & decision making		
	14.	Good analytical and report writing skills	D	A, I
Additional Requirements	15.	Must be able to fulfil the travel requirements of the role	*E	A, I
	16.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	17.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	18.	Prepared to undertake specific training as a part of the induction process to develop understanding of Fire Service activities and acquire post entry skills	E	I
	19.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	A, I
	20.	Demonstrates a commitment to remain competent through ongoing CPD	E	A, I

*₁ A Service vehicle may be available, please note Service vehicles are manual transmission only.

Key to Assessment

A) Application

I) Interview

P) Presentation

O) Selection Tests (Psychometric Testing / Job Related)