SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

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| --- | --- |
| DEPT/DISTRICT: OPCC | POST TITLE: Senior Commissioning and Contracts Officer  |
|  |  |
| GRADE: Band E  | LOCATION: Sheffield |

**The behaviours used for shortlisting can also be tested as interview questions. Interview questions will also be drawn from the behaviours not previously used for shortlisting purposes.**

**Key:**

|  |  |
| --- | --- |
| **AF** | **Application Form** |
| **R** | **References**  |
| **OT** | **Occupational Testing** |
| **I** | **Interview** |
| **CQ** | **Certificate of Qualification** |

\* In the event of a large number of applicants who meet the essential criteria, desirable criteria will be used as a further shortlisting tool.

Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.

| CRITERIA | ESSENTIAL | DESIRABLE | **HOW IDENTIFIED** | **SHORT****LISTING****CRITERIA** |
| --- | --- | --- | --- | --- |
| **QUALIFICATIONS/EXPERIENCE** |
| Qualified to degree level (or equivalent educational/work experience). | ✓ |  | AF,I, CQ | ✓ |
| Relevant experience of effectively managing contractor/supplier performance.  | ✓ |  | AF,I | ✓ |
| Experienced in the field of partnership working. | ✓ |  | AF, I | ✓ |
| Experience of managing resources to a budget. | ✓ |  | AF, I | ✓ |
| Significant experience of undertaking research and formulating options, along with problem solving abilities | ✓ |  | AF,I | ✓ |
| Experience of influencing and negotiating at a senior level | ✓ |  | AF, I |  |
| Qualification in procurement and supply e.g. via the Chartered Institute of Procurement and Supply (CIPS). |  | ✓ | AF,I, CQ |  |
| Experience of managing staff. |  | ✓ | AF, I |  |
| Experience of leading and participating in collaborative commissioning processes |  | ✓ | AF, I |  |
| **KNOWLEDGE & SKILLS**. |
| Excellent oral and written communications skills are required | ✓ |  | AF,I | ✓ |
| Effective stakeholder management experience | ✓ |  | AF, I |  |
| Knowledge of EU Procurement legislation |  | ✓ | AF, I |  |